



**Suntec**  
SINGAPORE  
Convention & Exhibition Centre

The Preferred Place To Meet

# MEET WITH SUCCESS!

## SUNTEC SINGAPORE'S ALL-INCLUSIVE MEETING PACKAGES 2024

If you are planning a seminar, corporate meeting, employee town hall or training, we have a meeting package for you.



# SUNTEC SINGAPORE ALL-INCLUSIVE MEETING PACKAGES 2024

**FULL DAY PACKAGE**  
(10 hours)

INTRODUCTORY  
OFFER  
**\$78.88<sup>++</sup>**  
per guest

**HALF DAY PACKAGE**  
(6 hours)

INTRODUCTORY  
OFFER  
**\$68.88<sup>++</sup>**  
per guest

**Standard Rate: \$128.88<sup>++</sup>/guest**

- 2 refreshment breaks
- 1 buffet lunch with vegan options
- 1-hour move in time

**Standard Rate: \$98.88<sup>++</sup>/guest**

- 1 refreshment break
- 1 buffet lunch with vegan options

**Enjoy the following complimentary inclusions with our packages:**

- All-day coffee and tea
- Choice of theatre or classroom seating
- Conference furniture, rostrum & stage
- Audio Visual (AV) pack
- 10% car park coupons
- 1 registration table with mints
- 1 whiteboard and markers
- High-speed WiFi
- Hydration Points

**Don't miss out on this incredible offer!**

**Choose Suntec as your preferred venue and make your meeting a success!**



# SUNTEC SINGAPORE PACKAGE DETAILS

FULL DAY PACKAGE	HALF DAY PACKAGE
<ul style="list-style-type: none"> <li>• Book up to 3 meeting rooms, for up to 3 consecutive days</li> <li>• Minimum guests 50/day/room.</li> <li>• Maximum guests 130/room/day</li> <li>• Meeting room from 0800 to 1800 hrs</li> <li>• Complimentary move-in from 0700 to 0800 hrs</li> </ul>	<ul style="list-style-type: none"> <li>• Book up to 3 meeting rooms, for up to 1 day</li> <li>• Minimum guests 50/room/day.</li> <li>• Maximum guests 130/room/day</li> <li>• Meeting room from 0800 to 1400 hrs or 1200 to 1800 hrs</li> </ul>

AUDIO/VISUAL (AV) PACK	
For meetings of 50-100 guests/room	For meetings of 101-130 guests/room
<p><b>AV pack-1</b> includes:</p> <ul style="list-style-type: none"> <li>• 1 projector</li> <li>• 1 screen</li> <li>• 2 handheld microphones</li> <li>• 1 rostrum microphone</li> <li>• Background Music</li> </ul>	<p><b>AV pack-2</b> includes:</p> <ul style="list-style-type: none"> <li>• 2 projectors</li> <li>• 2 screens</li> <li>• 4 handheld microphones</li> <li>• 1 rostrum microphone</li> <li>• Background Music</li> </ul>

GREEN MEETINGS
<ul style="list-style-type: none"> <li>• To minimise the use of plastic water bottles, 'Hydration Points' are strategically located within the meeting room vicinity</li> <li>• To reduce waste, guests are encouraged to bring their own water bottles, or utilise the reusable and recyclable paper cups that are provided at the hydration stations</li> <li>• Room temperatures are maintained at a comfortable 24°C</li> <li>• Suntec is well connected to 3 MRT stations, multiple bus routes and taxi stands. We encourage all guests to use public transport</li> </ul>



SUNTEC SINGAPORE

## FOOD & BEVERAGE SERVICES

Chef's menu of the day with Vegetarian (V) / Vegan (VG) options.

All food and beverages are served bistro style, co-shared with other meetings, in the vicinity of the meeting room.

All food served is Halal and may contain nuts or traces of nuts.

### Morning Refreshment Break (sample menu)

*(Served for 30 minutes between 1000 and 1130 hrs)*

Steamed Ginkgo Boat  
Steamed Crystal Prawn Dumpling

Assorted Quiches

Selection of White & Whole Sandwiches -  
Roma Tomato & Dried Cranberries (VG)

Coffee and Tea

### Afternoon Refreshment Break (sample menu)

*(Served for 30 minutes between 1530 and 1700 hrs)*

Steamed Chicken Siew Mai  
Steamed Har Kow

Fried Chicken with Asian Sauce  
Laksa Chicken Skewer

Quinoa Futo Maki (VG)  
Quinoa Maki with Ao Nori Ko (VG)

Coffee and Tea

### Buffet Lunch (sample menu)

*(Served for 90 minutes between 1200 and 1400 hrs)*

#### Appetizers

Smoked Chicken Salad with Wasabi Yuzu dressing  
Marinated Prawn with Compressed Watermelon  
Farmed Garden Greens with Assorted Condiments (VG)

#### Soup

Cream of Mushroom (V)

#### Hot Savoury

Steamed Fish Fillet with Garlicky Black Bean Sauce  
Crispy Yam Scallop with XO Mayo  
Braised Sesame Oil Chicken  
with Mushroom and Chestnuts  
Teriyaki Chicken with Scallions and Sesame Seeds  
Beef Rendang with Pineapple Salsa and Cilantro  
Broccoli and Cauliflower with Mushroom  
in Oriental Sauce (VG)  
Braided Ee-Fu Noodles with Shredded Chicken  
and Vegetables  
Nasi Kerabu (VG)

#### Desserts

Chocolate Ganache (V)  
Mini Fruit Tart (V)  
Coconut Jelly (VG)  
Apple Crumble (V)  
Selection of Fresh Fruit (VG)

#### Beverages

Coffee and Tea  
Water



## SUNTEC SINGAPORE ADD-ONS

### Add-ons available for purchase:

Cluster seating _____	\$3.00+	(per guest)
Additional 6k projector & Screen _____	\$500.00+	(1 pack)
Whiteboard _____	\$30.00+	(1 whiteboard)
Flipchart stand _____	\$25.00+	(1 stand)
Flipchart paper _____	\$10.00+	(10 pieces)
Set of pens and notepads _____	\$5.00++	(pack of 10 pieces)
Suntec Bottled Water (300ml per bottle) _____	\$50.00++	(1 carton of 48 bottles)
Carpark Coupons _____	\$10.51+	(parking for 4 hours)
VIP driveway parking _____	\$72.00+	(4 hours)
Couches on stage for panel discussions _____	\$400.00+	(Set of 1 pair of single seater couches and 1 side table)

#### Terms and conditions:

- Bookings are accepted up to 90-days prior to first event date and subject to availability.
- + Prices are subject to prevailing GST
- ++ Prices are subject to 10% service charge and prevailing GST
- Prices are subject to change without notice
- All payments are to be received prior to commencement of the event
- Offer is applicable for events commencing before 28th February 2025
- Applicable of meeting room bookings on level 3 only
- Bookings are only confirmed after full payment has been received
- Room numbers will be confirmed 1 day prior to commencement of event.
- All Suntec Singapore Terms & Conditions and Rules & Regulations apply

#### Payment Options

- Payment via credit card or Pay Now are welcomed
- Payment via invoice is accepted only for bookings confirmed at least 21 days prior to event start date.



**Partner** with an alliance of professionals and experts to create your own immersive experience. **Work** in 42,000 square metres of flexible and customisable event space with free WiFi provided. **Dine** at 300 local and international restaurants serving world-class cuisine by top chefs. **Rest** in one of the impeccable 5,200 five-star hotel rooms to experience luxury of the highest order. **Shop** at 1,000 retail outlets.

**Choose** the venue, destination and event management teams that have delighted millions of visitors over 28 years and counting.

To find out how we can serve you, please visit [www.suntecsingapore.com](http://www.suntecsingapore.com)