

MICE EVENTS – FREQUENTLY ASKED QUESTIONS (FAQS)

A: PERMISSIBLE EVENTS

1. What constitutes a MICE event?

- a. MICE events refer to business-oriented events such as meetings, conferences and exhibitions arranged or held in the course of business¹ with more than 50 participants which are not held for individual consumers to attend. MICE events with 50 participants or less do not require MTI's approval. Permitted enterprises may proceed to organise the event and adhere to the Safe Management Measures (SMMs) at the Workplace by the Ministry of Manpower. Events that are substantially social, recreational, political or religious in character, such as company D&Ds or gala dinners, do not fall within the MICE events contemplated here.
- b. All MICE event applications with more than 50 participants must be submitted to STB for approval by the Ministry of Trade and Industry (MTI).
- c. Work-related events also do not fall within the MICE events contemplated here. These include consumer-facing events (such as product launches, marketing / branding events) and work meetings (among colleagues or with external parties), training, board meetings, HR talks, townhalls, seminars, corporate retreats, Annual/Extraordinary General Meetings, tender briefings to vendors and award ceremonies. Please refer to the Ministry of Manpower's Workplace SMMs [here](#) and FAQs [here](#) for more details.

B: MICE EVENT REQUIREMENTS

2. What is the capacity limit for MICE events?

- a. From 15 March 2022, the following event capacity limits apply:
 - (i) Events with ≤1,000 participants at a time: no capacity limit.
 - (ii) Events with >1,000 participants at a time: capacity is limited to 50% of the maximum number of individuals specified in the most recent approval under section 55 of the Fire Safety Act 1993, or 50% of the fixed seating for the Event Venue, whichever is the higher². Participants must, as far as is reasonably practicable, be evenly spread out when present in the event venue.

3. How is the 50% capacity for events of >1,000 participants calculated?

- a. 50% capacity takes reference from the prevailing maximum occupancy load (m²/person) of the venue, per the fire safety code³ or fixed seating. The 50% limit will then be applied to this maximum occupancy load.

¹ (a) to discuss or negotiate matters relating to trade, commerce or finance, professional practice or matters, health, arts, science, technology, industry, economics, industrial relations, security, international affairs, the environment or any other cause or matter, whether or not of a similar kind; (b) to temporarily exhibit or display goods of any kind for the purposes of sale or supply; or (c) to promote the trading of goods or the provision of services.

² For example, if the contracted gross floor area can accommodate a maximum of 3,000 participants, the event size will be capped at 1,500 participants (i.e. 50% of 3,000).

³ Full fire safety code can be accessed here: <https://www.scdf.gov.sg/docs/default-source/scdf-library/fssd-downloads/chapter-1.pdf>

b. For example, if the contracted gross floor area of the venue can accommodate a maximum of 3,000 participants according to the fire safety code, the event size will be capped at 1,500 participants (i.e. 50% of 3,000).

c. EOs should engage their venue partners to determine the maximum capacity of the contracted gross floor area for their event.

4. Who does the capacity limit include? Are exhibitors included as participants?

a. The capacity limit applies to all individuals, including EO staff, staff employed by the venue (e.g. janitors, security) and external service providers.

5. Is Pre-Event Testing (PET)⁴ required to attend MICE events?

a. No, PET is not required to attend MICE events.

b. However, all participants of a MICE event must be:

- (i) fully vaccinated (an individual is considered fully vaccinated if he/ she is a) has received the full regimen of a WHO EUL vaccine⁵); or
- (ii) within the 180-day exemption period after recovery from COVID-19,

c. From 1 January 2022, unvaccinated individuals can no longer perform a pre-event test (PET) in lieu of being fully vaccinated.

6. What safe-distancing rules apply at MICE events?

a. From 15 March 2022, event organisers must ensure safe distancing of at least 1 metre between groups of up to 5 for all mask-off settings. Examples of mask-off settings include, but are not limited to, the consumption of F&B, temporary unmasking for a photo taken by a staff of photography businesses and unmasked speakers during a presentation.

b. For MICE events without mask-off settings (e.g. no meals), safe distancing is encouraged but is not required between individuals or groups.

7. Are participants allowed to unmask for MICE events if there is always at least 1m safe distancing between groups of up to 5 participants?

a. Participants may only unmask during permitted mask-off settings and ensure at least 1m safe distancing between groups of up to 5 participants in such settings. Examples of mask-off settings include, but are not limited to, the consumption of F&B and temporary unmasking for a photo taken by a staff of photography businesses.

⁴ For information on the procedures and protocols for PET, please refer to the Event Organisers' guide to PET here: <https://www.moh.gov.sg/covid-19/pet>.

⁵ From 14 February 2022, participants resident in Singapore aged 18 years and above and who have completed the primary vaccination series will be considered fully vaccinated for up to 270 days after the last dose of the primary vaccination status. Thereafter, such participants who are eligible for booster vaccination must do so in order to remain deemed as fully vaccinated.

8. Are there limitations to the event venues allowed under the STB MICE SMMs?

- a. There is no restriction to the types of event venues allowed as long as the venues can be hired as a function centre and are able to implement measures under the Safe Business Events Framework.
- b. Meal components of MICE events can be held at F&B establishments, provided there is a full venue buy-out. In addition, EOs must also comply with the following prevailing SMMs for F&B establishments⁶.

9. What documents does the EO need to check at each entry/exit point to the MICE event venue for MICE events spanning multiple days and venues?

- a. EOs must take all reasonably practicable steps to ensure an individual is able to present an Acceptable Document before entering the event venue. EOs must refuse entry if the individual refuses to show the proof of Acceptable Document. Refer to MOH's website⁷ for the list of Acceptable Documents.
- b. EO must ensure that the identity reflected in the Acceptable Documents corresponds with the identity of the individual being checked for entry.

C: PERMISSIBLE ACTIVITIES DURING MICE EVENTS

10. Are live performances permitted at MICE events?

- a. Yes. EOs should ensure that any live performances are incidental to the event. For example, a tradeshow for musical equipment would be permitted to have live performances in which the equipment is demonstrated.
- b. As further example, briefly playing of musical instruments by a string quartet as light background music is likely to be incidental, but a string quartet playing as a substantive segment of the event for the entertainment of participant is unlikely to be incidental.

11. Is Food and Beverage allowed at MICE events?

- a. Yes. F&B should be provided in individual servings (i.e. no buffet), and consumed when participants are seated.
- b. Meal durations should be kept short, and the meal should not be the main feature of the event. As a guide, Event Organisers should keep breakfast/tea-break duration to 30 minutes and lunch/dinner duration to 60 minutes, as a best practice.

⁶ <https://www.enterprisesg.gov.sg/covid-19/safe-distance>

⁷ <https://www.moh.gov.sg/covid-19/pet>

D: INTERNATIONAL VISITORS

12. How can international visitors attend MICE events in Singapore?

- a. Singapore has implemented travel arrangements (e.g. Vaccinated Travel Lane, Air Travel Pass etc.) with several countries to facilitate travel while safeguarding public health.
- b. Foreign delegates from these countries may submit their request to enter Singapore through such arrangements.
- c. Please refer to ICA's website for the list of countries and the respective requirements [here](#).

E: ORGANISING A MICE EVENT

13. Do I need to submit an application to organise a MICE event?

- a. Yes, an application is required to organise a MICE event. The application form must be jointly completed by both the Event Organiser and Event Venue (collectively, EOs).
- b. We strongly encourage EOs to submit their applications as early as possible (**preferably 3 months in advance**) to cater sufficient time for planning, registration and marketing. Minimally, EOs should submit their application **at least 1 month before the event date**.
- c. Each MICE event and its related marketing efforts may be carried out only after receiving approval from STB and MTI.
- d. Please note that STB and MTI will take up to **14 business days to assess** each application.

14. Do event organisers need to confirm the venue before submitting the application form?

- a. Yes, the application will need to be jointly submitted by the Event Organiser and Event Venue (collectively, EOs).
- b. Any application received without the relevant information pertaining to the venue will be rejected.
- c. If the venue is changed after the application is submitted or approved, EOs will need to re-submit the event application. Should this happen, please note that the application processing time will also be affected.

15. As a venue operator or other occupier of the venue, can I have multiple events at different parts of my venue?

- a. Yes. If multiple concurrent events are taking place at different parts of the same venue, the venue operator or other occupier must ensure that each MICE event does not exceed the total participant capacity⁸ and with all safe management measures in place.

16. What is the role of the Event Organiser and Event Venue? Who would be penalised in the event of a contravention?

- a. Both the Event Organiser and Event Venue are jointly responsible for the events taking place under their purview. In the event of any contravention, Enforcement Officers will investigate the facts and circumstances leading to the contravention to determine which party is liable, or if both parties are liable.

F: FINANCIAL SUPPORT FOR MICE EOs

17. What are some of the financial assistance available for EOs?

i. Marketing and Visitor Experience

- a. EOs with new products and experiences which will improve the overall visitor experience and increase the attractiveness of Singapore to visitors can tap on the [Experience Step-Up Fund \(ESF\)](#). Some examples include the development of virtual reality (VR) and augmented reality (AR) products which showcase Singapore during the conference, contactless technology which enhance delegate experience etc.

ii. Technology and Innovation

- b. Separately, there is the [Productivity Solutions Grant \(PSG\)](#) under Enterprise Singapore (ESG) which encourages enterprises to continue digitalisation and productivity upgrading efforts. EOs can refer to the list of supportable solutions and identify relevant solutions that best suit your business needs on the PSG website. Some of the pre-scoped IT solutions and equipment include virtual meeting and telephony tools, temperature screening solutions, video analytics for crowd management, autonomous floor cleaner, fleet management, etc to support local enterprises in their digitalisation and productivity efforts.
- c. If you're taking this period to rethink your company's current business models or redesign your work processes to be more efficient, there is the [Business Improvement Fund \(BIF\)](#) which aims to encourage technology innovation and adoption to improve productivity and competitiveness. Companies could also leverage on technologies and customised solutions to make routine tasks more efficient. These could include the development of an integrated e-registration system to serve the needs of your clients, automation of cleaning processes at event venues which integrates Artificial Intelligence (AI) navigation to clean floors without human intervention, or customised hybrid meeting solutions which enable simultaneous broadcast of multiple sessions on a single platform etc.

⁸ The participant capacity requirement for a venue where a business event takes place, or is to take place, refers to the requirement that limits the total number of participants who are or may be allowed to be present within the participants' area of the venue at any one time during the crowd management period of the business event.

iii. Financing Schemes

- d. Small and Medium Enterprises (SMEs) can also consider the [Enterprise Financing Scheme – SME Working Capital Loan](#) (EFS-WCL) and [Temporary Bridging Loan Programme](#) under Enterprise Singapore to seek help with working capital and cashflow needs.

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