

Investing in Your Attendance at WERC APAC 25



<FIRSTNAME>,

We understand that budgets are tight, and we're here to help you make a strong case to attend **WERC APAC 25**, taking place **27-28 May 2025** in **Singapore**. This gathering of talent mobility professionals is more than a conference—it's your gateway to actionable insights, and meaningful connections that will drive value for you and your company. Use the information below to demonstrate the value for your company to invest in your attendance.

Commit to Continuous Learning: WERC APAC 25 provides education and networking with talent mobility industry professionals. The program features talent mobility trends and innovations from global C-suite leaders, insights and updates from key corporates and service providers in the Asia-Pacific region, and interactive workshops that advance the value of global mobility.

Build on Your Professional Designations: APAC 25 attendees are eligible to earn continuing education credits toward the Certified Relocation Professional (CRP®) and Global Mobility Specialist (GMS®) certifications. Earning and maintaining these designations provides recognition of your expertise in global talent mobility.

Focus on Networking and Build Community: The conference provides access to key decision-makers, with many attendees holding purchasing influence in their organizations. This setting is ideal for building new partnerships and strengthening existing relationships. The co-location with GBTA APAC further enhances networking opportunities between talent mobility and business travel professionals.

Tips to Make a Strong Case for Attending

Creative solutions can help you get your request approved. Consider these options:

- **Prepare a Coverage Plan:** Outline how your responsibilities will be managed during your absence to ensure seamless operations.
- **Present a Cost-Benefit Analysis:** Utilize the worksheet below to detail the anticipated expenses and the strategic benefits to our organization.
- **Draft a Formal Request:** Use the justification letter template provided to formally request approval for attendance.
- **Knowledge Sharing:** Propose to deliver a presentation upon your return to disseminate key learnings and insights gained from the conference.
- **Share Resources:** Distribute speaker handouts and materials to colleagues to extend the value of your attendance.

[Contact WERC staff](#) if you need additional information or support. We look forward to seeing you in May at the Raffles City Convention Centre in Singapore!

Step 1: Determine the Costs

Use this worksheet to estimate the total cost of your attendance. All fees are listed in Singapore's currency (SGD).

<p>Registration Cost</p> <p>Service Providers who are WERC members receive a registration discount. Savings are also available based on the timing of registration, as noted in the table below. Non-member registrants are eligible to purchase a PERC™ membership to receive member pricing. Learn more about service provider membership benefits.</p>				S\$
	<p>Early Bird Rate (Ends 28 November)</p>	<p>Standard (Ends 27 February)</p>	<p>Late (After 27 April)</p>	
Member	S\$475	S\$525	S\$575	
Non-Member	S\$625	S\$675	S\$725	
<p>Flight/ Transportation to Singapore</p> <p>Visit a travel website to estimate flight or other transportation costs. Most attendees will arrive and depart from Changi Airport (SIN), which is about 20 minutes from the Raffles City Convention Centre by taxi or public transit.</p>				S\$
<p>Hotel</p> <p>Attendees may take advantage of a 20% discount at the Swissôtel The Stamford using promo code "PDND."</p> <p>Delegates can now book at the Carlton Hotel with an exclusive 10% discount on current rates using promo code "GBTA2025." This offer is valid for stays between 22–31 May 2025 and is available for a limited time only.</p>				S\$
<p>Transportation from the Airport</p>				S\$

<p>The Raffles City Convention Centre is accessible from Changi Airport via taxi, ride-sharing services, or public transit. Estimated costs include:</p> <ul style="list-style-type: none"> • Taxi or ride-sharing services: S\$20–S\$35 per ride • Public transit: S\$2.50 per ride <p>Actual costs may vary based on time of day and demand.</p> <p>The prices listed above are estimates; actual costs will vary depending on time of day and demand. Rates will also vary if attendees arrive from other airports in the region.</p>	
<p>Parking Information</p> <p>Both Fairmont Singapore and Swissôtel The Stamford offer valet parking for guests at S\$26 per day. Additionally, parking is available at the adjacent Raffles City Shopping Centre in its basement areas at prevailing car park fees.</p> <p>Please note that parking rates are subject to change. It is advisable to confirm the latest rates directly with the hotels or parking facility before your visit.</p>	S\$
<p>Meals</p> <p>Use this section to calculate the cost of meals for your trip. Some meals will be provided. Cost of other meals will depend on your personal circumstances. Suggested budget is S\$10 to S\$75+ per day.</p>	S\$
<p>Subtotal Per Person</p>	S\$
<p>Total Number of Employees Attending</p>	
<p>Total Cost</p>	S\$

Step 2: Outline the Benefits

When presenting the benefits of attending WERC APAC 25, focus on what you will bring back to your company as a return on investment.

- How can networking open doors for your business?
- Which sessions can teach you a skill or solution that will help you or your team?
- Are there any speakers your organization would benefit from hearing from or working with?
- What value would you get from attending one or more of the roundtables, breakout sessions, or workshops?

When considering these questions, keep these tips in mind:

- List specific sessions/networking events you plan to attend and explain how they will impact you and your organization.
- Make the connection between your organization's needs and the benefits you are identifying.
- Passion is the best persuasion technique—let yours shine through.

Step 3: Draft Your Letter

Customize this template to explain the benefits of attending WERC APAC 25.

Dear **<Approver's Name>**,

I would like to attend WERC APAC 25, taking place May 27-28, 2025, in Singapore.

With hundreds of global talent mobility practitioners and service providers in attendance, I will have countless opportunities to connect with and learn from my peers, as well as leading industry experts from around the world.

Attending WERC Global 25 will provide insights into the latest trends, newest solutions, and industry best practices, as well as access to a powerful network of global talent mobility professionals. This event is a prime opportunity to forge new and meaningful partnerships. I will also find new resources and approaches to address our biggest challenges and opportunities. Specific examples include **<X, Y, and Z>**.

I am confident that the takeaways I gain will position us for success into 2026 and beyond.

I am requesting **<total amount>** for the following expenses:

Registration: **<S\$xxxx>**

Round-trip Airfare/Train/Other Transportation: **<S\$xxxx>**

Ground Transportation: **<S\$xxxx>**

Hotel: **<S\$xxxx>**

Meals: **<S\$xxxx>**

Please let me know if you have any questions or would like more information.

Sincerely,

<Your Name Here >