

Investing in Your Attendance at WERC APAC 25



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 offers two days of 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.

APAC 25 attendees are eligible to earn continuing education credits toward the Certified Relocation Professional (CRP®) certification and the Global Mobility Specialist, Talent Management (GMS-T®) designation. Earning and maintaining these designations provides recognition of your expertise in global talent mobility.

Focus on Networking and Community: Tap into the WERC community to exchange insights and best practices with global peers. The event is co-located with the GBTA APAC Conference 2025 for the third consecutive year, offering a unique opportunity to explore the synergies between talent mobility and business travel. Attendees can take advantage of learning and networking opportunities offered by both conferences.

Tips to Make a Strong Case for Attending

Consider these options:

- **Prepare a coverage plan:** Before meeting with your supervisor or approver, outline how your regular duties will be covered while you attend.
- **Present a cost-benefit analysis:** Use the worksheet below to estimate the full cost of attendance and identify the benefits you and your organization will gain.
- **Draft a formal request:** Use the justification letter template provided below to create a persuasive request for funding.
- **Offer to share knowledge:** Propose a short presentation or Q&A session to share key takeaways with your colleagues.
- **Share speaker handouts:** As an attendee, you will have access to presenter materials that can be downloaded and shared.

[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).

Registration Cost Corporate Mobility/ HR professionals are eligible for complimentary registration.	S\$
Flight/ Transportation to Singapore 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.	S\$
Hotel Attendees may take advantage of a 20% discount at the Swissôtel The Stamford using promo code "PDND." 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.	S\$
Transportation from the Airport The Raffles City Convention Centre is accessible from Changi Airport via taxi, ride-sharing services, or public transit. Estimated costs include: <ul style="list-style-type: none"> • Taxi or ride-sharing services: S\$20–S\$35 per ride • Public transit: S\$2.50 per ride Actual costs may vary based on time of day and demand. 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.	S\$
Parking Information	S\$

<p>Both Fairmont Singapore and Swissôtel The Stamford offer valet parking for guests at S\$26 per day.</p> <p>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>	
<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.

- **Networking opportunities:** Could the people you meet help your organization achieve cost savings and efficiencies while maintaining a positive experience for assignees?
- **Educational sessions:** Which sessions will provide skills or solutions to help your team overcome current or future challenges?
- **Expert insights:** Are there speakers your organization would benefit from hearing or working with?
- **Workshops:** What value will you gain from attending focused discussions?

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 APAC 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. 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 lessons learned from these sessions and the insights from the educational program will position us for success into 2026 and beyond.

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

Round-trip Airfare, Train, or Other Transportation: **<\$xxxx>**

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

Hotel: **<\$xxxx>**

Meals: **<\$xxxx>**

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

Sincerely,

<Your Name Here >