

Attn: SBF Members

Seminar on Business Continuity Management

Date: Friday, 16 April 2010 Time: 2pm – 5pm

Venue: Furama Riverfront Hotel, Room Venus III, Level 3, 405 Havelock Rd

Fee per pax (incl 7% GST): \$70.00 for SBF members \$ 100.00 (non-members)

This half-day seminar aims to equip participants with the fundamental skills and knowledge in BCM. It will also cover how implementing a BCM system can help an organization identify critical processes; develop effective responses and outline an appropriate business recovery plan in the event of sudden changes. TÜV SÜD PSB Singapore will also share their expertise and knowledge in the processes involved in auditing and issuance of BCM certificates. At the end of this seminar, participants will gain an insight into the fundamentals of BCM.

Programme Schedule

1:30pm	Registration
1:55pm	Welcome Address
2:00pm	National Business Continuity Management (BCM) Programme <i>Mr Touw June Wah,</i> Deputy Director (Business Continuity Management) Capacity Building Division, Singapore Business Federation
2:30pm	Starting the BCM Journey <i>Mr Jeff Tang Kin Seng</i> Senior Consultant, CLC - Consultants Centre, PSB Academy
3:00pm	Tea Break
3:30pm	Pit Fall In Implementing BCM <i>Ms Angela Kok</i> Director, Teckwah Industrial Corporation Ltd
4:00pm	10 things you SHOULD know before implementing your BCM program <i>Mr Henry Ee</i> Director, Business Continuity Planning Asia Pte Ltd (BCP Asia Pte Ltd)
4:30pm	BCM Certification Process <i>Mr Chuah Choo Huat</i> Vice President, TÜV SÜD PSB Singapore
4:45pm	Flu Pandemic Business Continuity Verification <i>Mr Thomas Simon Humphreys</i> Auditor, TÜV SÜD PSB Singapore
5:00pm	End



Programme is correct at time of print.

Administrative Details

- Please mail this registration form together with a cheque to SBF (10, Hoe Chiang Road, # 22 – 01, Keppel Towers, Singapore 089315). Cheque should be made payable to “Singapore Business Federation”. Please indicate the **Ref No., company name and participant’s name, at the back of the cheque.**
- Confirmation of your registration will be emailed to your company upon receipt of full payment. Please present the confirmation for admission to seminar room.
- We regret that no refund will be made for cancellation or non – attendance once registered but a replacement is allowed. Full fees will be charged for cancellation or non – attendance.

NOTE: As a precautionary measure, our advice is for members who are unwell not to attend the session.

<p>Ref No: ENTP 069/160410/03W REGISTRATION FORM - Attn: MR/ Celest (Closing date: 14 April 2010, 12 nn) Fax: 6734 0610 / 6827 6801</p>	<p>For Official Use: (TJW)</p> Serial No:
Name (Mr/Ms): _____ Desgn: _____ Tel: _____ Fax: _____ Email: _____ Company: _____ SBF Mbrship or Mbrship of supporting org No: _____ Address (Non Mbr): _____	