

WCN' 27 LOCAL MANPOWER SUPPORT SERVICE

SERVICE REQUEST FORM

Thank you for your interest in our Manpower Support Service.

Please complete the form below to assist the Local Congress Secretariat in arranging suitable personnel for your company's on-site requirements.

1. COMPANY INFORMATION

Company Name (Registered Business Name)	
City	
Country	
Booth Number	
Company Contact Person	
Designation	
Email Address	
Mobile Contact Number	

Note: Please include the country and city calling code

2. MANPOWER REQUIREMENT

Please indicate the number of personnel required for each service.

Service	No. of Personnel Required
☐ Badge Scanning / Lead Retrieval Assistant	
☐ Booth Assistant / Greeter	
☐ Industry Symposium Session Assistant	
☐ Meeting Assistant	
☐ Survey Assistant	
☐ Promotional Activity Assistant	
☐ Other:	

Total Number of Personnel Required: _____



3. SERVICE DATE & DEPLOYMENT DETAILS

Congress Date	No. of Personnel	Start Time	End Time	Expected Duties
		8 Working Hours + 1 Hour Lunch Break		

4. LANGUAGE REQUIREMENT

Standard Language (Default):

☒ English Proficiency

Additional Language Requirement:

☐ No additional language required

☐ Bahasa Malaysia

☐ Mandarin

☐ Other (if applicable): _____

Number of personnel requiring additional language proficiency: _____

5. ATTIRE

Standard Attire (Default):

☒ Business Formal

If specific company or other attire (provided by individual company) is required, please provide details below:

☐ Company Uniform

☐ Company T-Shirt

☐ Traditional Attire

☐ Other (please specify): _____

Attire / Appearance Requirements:

Specific company attire is subject to prior arrangement and availability.

6. SCOPE OF WORK / SPECIAL REQUIREMENTS

Please provide details of the duties and responsibilities expected of the assigned personnel.

Brief Description of Duties:

Specific Instructions / Requirements:

7. MEAL BREAK ARRANGEMENT

Each assigned personnel will be provided with a **one (1) hour lunch break**.

Slot 1: 12:00 PM – 1:00 PM; **OR**

Slot 2: 1:00 PM – 2:00 PM



8. SERVICE FEE

Manpower Service Fee: MYR 500 per person; per day (8 Working Hours)

The service fee includes:

- *Administrative and Coordination Fees*
- *Recruitment and Selection Interview of Suitable Personnel*
- *Pre-Event Briefing and Coordination*
- *Staff Daily Allowance*
- *Staff Daily Lunch Meal*

Additional Hours: MYR 50 per person; per hour

9. BILLING INFORMATION

Billing Address	
Postcode	
City	
Country	
Tax ID (if applicable)	
Contact Person	
Mobile Contact Number	

Note: Please include the country and city calling code

10. REQUEST & CONFIRMATION

Please submit the completed form to the **Local Congress Secretariat** for review and coordination.

Manpower deployment is subject to personnel availability and confirmation by the Local Congress Secretariat. The Secretariat will contact the designated company representative to confirm the arrangements and final requirements.

Signature:

Company Stamp:

Full Name:

Designation:

Date:



SUBMISSION

Please email your completed Service Request Form to:
isnwcen@anderesfourdy.events

Should you require any further clarification, please do not hesitate to contact the Local Congress Secretariat at the email address above.

