

Form A: A0 Poster Paper Printing

Form A: Part 1 of 3, A0 Poster Paper Printing	Please return the completed form to: Attn: Operations Team Email: operations@arconmarketing.com.sg Tel: (+65) 6732 8007
Deadline: 24 November 2025 (Monday)	

Authors who require printing of posters locally in Singapore are reminded to refer back to their unique paper ID assigned by the organizers of AAAI-26. Each graphics submission corresponds with each unique paper ID.
(Please type / write in block letters below).

AUTHOR'S INFORMATION

Author's Full Name (as per submission to AAAI-26): _____

Onsite Mobile (Whatsapp): _____

Address: _____

Email: _____ Tel/ Fax: _____

Part 1. Payment Method **(Please Tick One Only)**:

☐ PayNow (For local Singapore transfers only)

☐ Credit Card (with additional 4% admin fee)

☐ Telegraphic Transfer (with additional SGD 35 bank charges)

Part 2. Invoicing Party **(Please Tick One Only)**:

☐ Same as Author's information above

☐ Third-Party Invoicing

If third-party invoicing information is ticked, please fill in the invoicing information details below.

Invoicing Company Name: _____

Invoicing Company Address: _____

Email: _____

Invoicing Person-in-charge: _____ Invoicing Contact No.: _____

Form A: Part 2 of 3, A0 Poster Paper Printing	Please return the completed form to: Attn: Operations Team Email: operations@arconmarketing.com.sg Tel: (+65) 6732 8007
Deadline: 24 November 2025 (Monday)	

DESCRIPTION OF ITEMS	ADVANCED Till 24 Nov	30% LATE ORDER 25 Nov – 14 Dec	50% LATE ORDER After 15 Dec	QTY	TOTAL COST (SGD)
A0 Portrait Poster Paper (841mmL x 1189mmHt)	SGD 100	SGD 130	SGD 150		
<i>*Includes delivery to Singapore Expo, poster collection details available at later date.</i>					
<i>*Other requirements can be quoted upon request; please send an enquiry to the operations team.</i>					
<i>*Please also note that 9% GST is applicable throughout Singapore</i>	Total Cost Before GST				
	4% Admin Fee / SGD 35 Bank Charges (if applicable)				
	GST 9%*				
GRAND TOTAL (SGD)					

Please indicate the unique paper ID and details for each poster in the table below.			
Unique Paper ID (Eg. 14248)	Poster Category (Bridges Workshops/ Main Technical Conference)	Author's Full Name	Poster Title

Form A: Part 3 of 3, A0 Poster Paper Printing	Please return the completed form to: Attn: Operations Team Email: operations@arconmarketing.com.sg Tel: (+65) 6732 8007
Deadline: 24 November 2025 (Monday)	

PLEASE NOTE:

- (1) Key notes for submission of poster graphics:
 - a. **Format: High-resolution PDF or Adobe Illustrator final artwork file**
 - b. **Graphics size: 841mmL x 1189mmHt (A0 portrait size)**
 - c. **Save file name as: [POSTER CATEGORY_UNIQUE PAPER ID @ AAAI 26]**
 - d. **Deadline: 24 November 2025 (Monday)**
- (2) The price above is for one-time printing for each poster order. All graphics files submitted by authors are considered final and ready for print; the operations team will not perform proofreading or make any edits to these files.
- (3) Orders are valid only when accompanied by full remittance received 1 week after confirmation of poster graphics via email.
 - Payment can be made by PayNow for local transfers only, or Credit Card payment link or Telegraphic Transfer.
 - Please also note that 9% GST is applicable throughout Singapore and is applicable for all Singapore-registered companies. This shall be borne by the authors.
- (4) Any invoice paid via credit card payment will be subjected to an additional 4% admin fee on its total, whilst payment via telegraphic transfer will be subjected to an additional bank charge of SGD 35. No additional fees will be incurred if payment is made via PayNow.
- (5) Any changes made on-site to your orders/reprint of graphics will be chargeable.
- (6) On-site orders (19 January 2026 onwards) must be paid in **cash / credit card with an admin fee** and will be subject-to a 100% surcharge from the **ADVANCED RATE**. Priority will be given to advanced orders.
- (7) Full cost shall apply for cancellations received after 5 January 2026 (Monday), unless otherwise.
- (8) Amount paid is non-refundable should the event be cancelled or withdrawn. Graphics are allowed to send in before the confirmation of travel visa of authors but authors will have to indicate in the email for the operations team to not send for print first.
- (9) Authors can get a refund for posters with proof that travel visa is rejected only if the posters have not been printed. Additionally, admin fees and bank charges are non-refundable. The final amount refunded to authors will be poster price less 4% admin fee / bank charge.