Maritime Industry Authority

International Conference for Seafarers' Human Rights, Safety, and Well-Being

Diamond Hotel, Manila, Metro Manila
1-3 September 2025







Scope of Work

Red Root was responsible for the comprehensive planning and execution of the event, ensuring all aspects were effectively managed.

- Airport- Hotel Transfer
- Security Management
- Designed and prepared the layout of handbook.
- Supervised floor and stage operations throughout the event.
- Deployed ushers and registration personnel to facilitate guest management.
- Managed the event’s livestream, photography, and live feed.
- Oversaw technical requirements, including lighting and sound management.
- Conduct of cultural tour

Vehicle Management

We coordinated with MARINA liaisons to assist delegate transport, assigning designated vehicles and ensuring VIP parking access.

Security Management

We asststed with the assigned security officers and mobile escorts, and managed their allowances to ensure smooth and reliable security arrangements for the delegates.

Airport- Hotel Transfer









RedRoot coordinated with MARINA liaisons to manage the airport-to-hotel transfer for delegates. To make the welcome team easy to locate, we produced pull-up banners and tarpaulins with event branding and placed them in the receiving area.

At the hotel, our staff were stationed in the lobby to welcome the delegates, assist at the check-in counter, handle key card retrieval, and escort them to their rooms when needed.

Program



Plenary and
Side Events



Welcome
Reception



Press Briefing



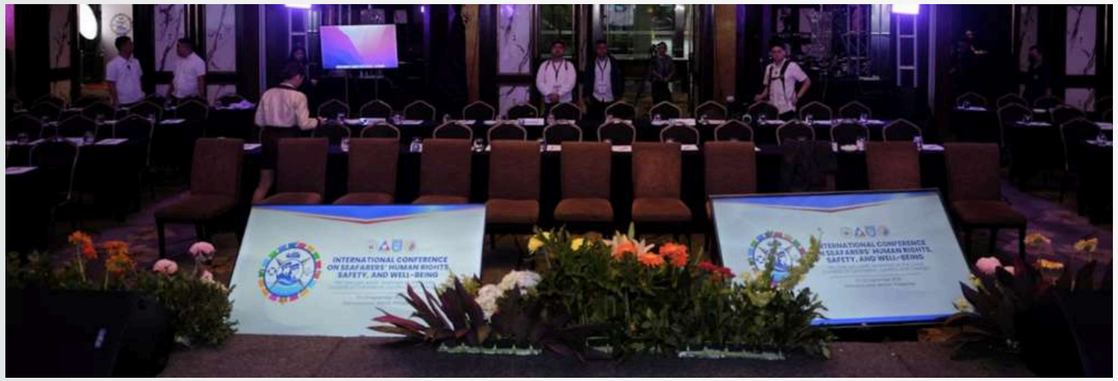
Cultural Tour

Technical Setup



1 Main LED wall that shows the Branding slide and Title Cards.

1 Side LED to show the Live Feed.



1 prompter mirrored on what is showed in the LED wall.

1 prompter to show the script of the presentator.

1 prompter to show the timer.

Livestream





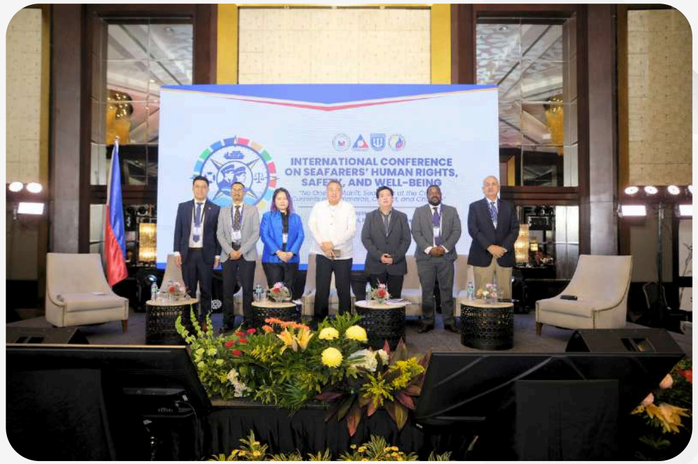


We set up a three-camera system to capture the event from multiple angles. For the stream, we designed a split-screen layout that displayed the presentation alongside the speaker, ensuring both visuals were clear and engaging for the online audience.

During the open forum, the livestream setup highlighted both the speaker and the participant asking the question, providing a more interactive and engaging viewing experience.

Plenary




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Welcome Reception







Setup













Pull up Banners



Photowall

Ushers





Ushers are deployed with sash and ID for easier identification. They also wore corporate attire which was appropriate for the event.

Talents



Rondalla played during the welcome reception.





Indayaw Dance Company performed before the start of the plenary.



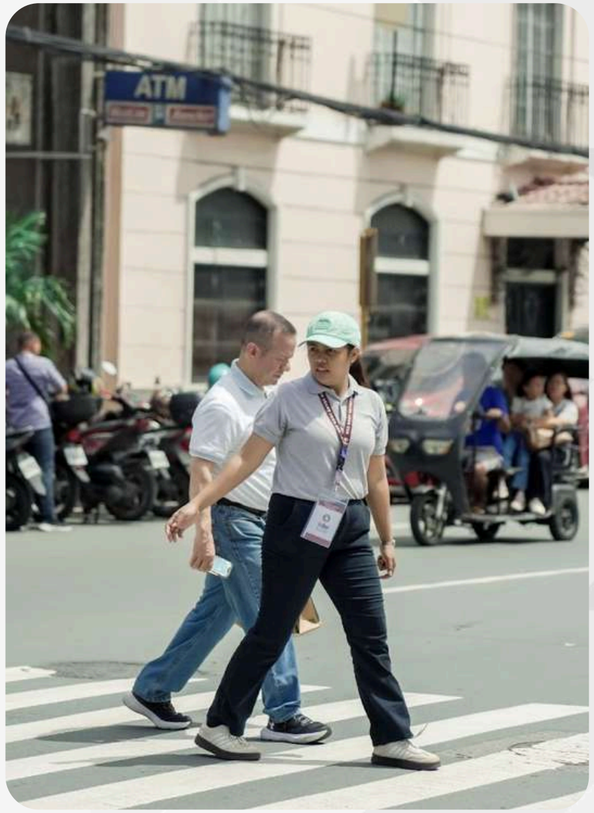
Cultural Tour

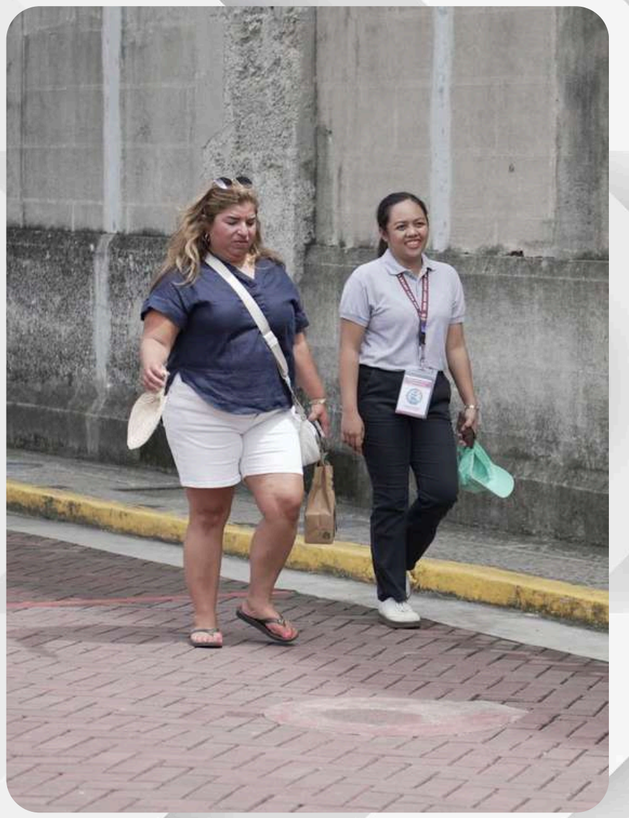


Assisted DOT and TPB for the cultural tour.



Provided tokens for the participants.





Ushers were deployed to assist participants and ensure that everyone was properly guided throughout the tour.

Cultural Tour







For the 2nd batch of the tour, RedRoot provided the venue and the food for the participants.

Same-day Edit

https://drive.google.com/file/d/10tZ5iWbGldgS8AXVj7mH-8VKgFdjCZ1A/view