

**IDA/ ITU ICT Regulators' Leadership Retreat
18-20 March 2015, Singapore**

PARTICIPANT'S INFORMATION

The Infocomm Development Authority of Singapore (IDA) and the Telecommunication Development Bureau (BDT) of the International Telecommunication Union (ITU) are organising the inaugural run of the **ICT Regulators' Leadership Retreat**. It will be held from 18-20 March 2015, in Singapore.

1. VENUE OF MEETING

The programme will mainly be conducted at:

Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard, Suntec City,
Singapore 039593
Tel: (65) 6337 2888

<http://www.suntecsingapore.com>



Suntec Singapore Convention & Exhibition Centre, located in Singapore's financial district, is easily accessible by public train (MRT). The nearest MRT Stations are Esplanade Station and Promenade Station via the Circle Line, which will bring you directly to Suntec City Mall. Alternatively, you may take the MRT to City Hall Station, followed by a five to ten minutes walk via an underpass to Suntec City Mall.

2. HOTEL ACCOMMODATION & RESERVATION

Participants are encouraged to stay in one of the following hotels:

Marina Mandarin Hotel

6 Raffles Boulevard, Marina
Square
Singapore 039594
Tel: (65) 6845 1000

<http://www.meritushotels.com/marina-mandarin-singapore/default-en.html>



The hotel is located approximately 200m from Suntec Singapore Convention & Exhibition Centre.

Carlton Hotel

76 Bras Basah Road
Singapore 189558
Tel: (65) 6338 8333
<http://carltonhotel.sg/>



The hotel is located approximately 700m from Suntec Singapore Convention & Exhibition Centre.

Park Royal on Beach Road Hotel

7500 Beach Road
Singapore 199591
Tel: (65) 6505 5666
<http://www.parkroyalhotels.com/en/hotels-resorts/singapore/beach-road.html>



The hotel is located approximately 1.4km from Suntec Singapore Convention & Exhibition Centre.

For their convenience, a shuttle bus will be arranged to bring participants from the three hotels above to and fro Suntec Singapore Convention & Exhibition Centre.

If participants choose to stay in any of the hotels above, please quote “IDA’s Regulators’ Leadership Retreat” and “Government of Singapore Corporate Rate” to enjoy a specially negotiated government rate.

Alternatively, participants may arrange their own accommodation, through the 'Visit Singapore' website at <http://www.visitsingapore.com>.

3. NAME BADGES

Name badges can be collected during registration on the morning of the first day of the programme on 18 March 2015. Participants are requested to kindly wear their name badges at all times during the duration of the programme.

4. TRANSPORTATION ARRANGEMENTS

Participants are expected to make their own transport arrangements from Singapore Changi Airport to the hotel and vice versa from the hotel to Singapore Changi Airport.

5. FLIGHT AND IMMIGRATION REQUIREMENTS

Delegates are expected to make their own flight bookings.

In terms of visa requirements, holders of Diplomatic Passports or Ordinary Passports from ASEAN Member States do not require a visa to enter Singapore. The passports used must have at least 6 months validity.

For more information on immigration, please visit the Singapore Immigration & Checkpoints Authority (ICA) at:

<http://www.ica.gov.sg/page.aspx?pageid=218&secid=90>

6. INSURANCE COVERAGE

The organiser does not cover insurance, medical expenses or any other expenses for the delegates. Delegates may wish to make necessary arrangements for insurance and medical coverage before travelling to Singapore.

7. MEALS

Lunches and light refreshments will be provided during the duration of the programme from 18 to 20 March 2015. There will also be a Welcome Dinner on 18 March 2015 (Wednesday) and a social programme visit on the evening of 19 March 2015 (Thursday). For meals provided, delegates are requested to indicate dietary restrictions, if any.

GENERAL INFORMATION ABOUT SINGAPORE

8. AIRPORT TAX

A S\$21 Passenger Service Charge will be incorporated in your air ticket. If this has not been done, S\$21 will be charged during flight check-in.

9. CLIMATE

Singapore is an equatorial country with relatively uniform temperature, high humidity and abundant rainfall. Temperatures reach a maximum of 31 degree Celsius during the day, falling to a pleasant 25 degrees during the evening hours. There are no distinct wet or dry seasons but the heaviest rainfall occurs between November and January.

10. CURRENCY AND CREDIT CARDS

The unit of currency is the Singapore dollar (S\$ or SGD). There is no limit to the amount of foreign currency you can bring in. Money exchange facilities are available at banks and money changers located at most shopping centres and the airport. All major credit cards are widely accepted by establishments in Singapore.

11. DRESS CODE

The dress code for all official programme is business wear, unless otherwise stated. Participants may also wish to bring a light sweater or jacket, since the temperature in the meeting rooms may be cold at times.

12. DRINKING WATER

Singapore's water is portable and need not be boiled for drinking. It is perfectly safe to drink it directly off the tap.

13. ELECTRICITY

Singapore's voltage is 220-240 Volts AC, 50 Hz. The power plugs used in Singapore are of the three-pin, square shaped types. You may wish to visit the following website for more details of the plugs: <http://www.kropla.com/electric2.htm>.

14. GETTING AROUND

Travelling in Singapore is a breeze with its efficient network of public and private transportation. You can travel by public buses, trains or taxis. Some hotels may also provide shuttle services to various locations in Singapore.

15. GOODS AND SERVICES TAX

There is a 7% Goods and Services Tax (GST) levied on all goods imported into Singapore. You may, as a visitor to Singapore, claim for refund of the GST paid on your purchases if you have spent a minimum of \$300 on goods at a shop or different outlets of the same retail chain displaying either the “Tax Refund” or “Tax Free Shopping” logo. You may process your claim forms during your departure from Singapore Changi Airport. There are GST Refund Counters at Changi Airport.

16. LANGUAGE

There are four languages; English, Malay, Chinese (Mandarin) and Tamil. English is the business language and it is widely spoken.

17. MEDICAL FACILITIES

Most hotels have their own doctor on 24 hour call. Contact the front office and/or Concierge for assistance. Call 995 for an ambulance.

18. SHOPPING

Truly a shopper’s paradise, Singapore offers treasures from both the sophisticated West and the exotic East. Air-conditioned shopping centres and bazaars offer a wide variety of goods ranging from the latest electronic products to jewellery and souvenirs. Elegant off-the-shelf fashions and the finest haute couture from Paris, Milan, London and New York are available. Duty-free shopping for items such as clothing, cameras, watches and electrical product are also available for visitors to Singapore at selected stores both in the city and at the airport.

19. SMOKING

Smoking is not allowed in most indoor locations in Singapore. However, certain premises have designated areas for smoking. Smokers are liable to a composition sum of \$200 if caught smoking in prohibited places, or \$1,000 if convicted in court.

The prohibition on smoking covers air-conditioned premises such as shops, shopping centres, factories, offices and restaurants, and also public facilities such as lifts, community centres/clubs, swimming pools, stadiums and bus shelters. It also includes non air-conditioned eating establishments such as coffee-shops, cafes and hawker centres, as well as all entertainment outlets such as pubs, bars and discotheques. From 15 January 2013, the smoking ban has been further extended to cover common areas of residential buildings such as common corridors, staircases, stairwells and void decks as well as multi-purpose halls, covered walkways and linkways, all pedestrian overhead bridges, within 5 metres of bus shelters and hospital outdoor compounds. Smokers who wish to smoke may do so at other areas. For the complete list of places where smoking is banned, please refer to: http://app2.nea.gov.sg/faq_smoking_ban_in_public_places.aspx#q1.

20. STANDARD SINGAPORE TIME

Singapore Standard Time is 8 hours ahead of Greenwich Mean Time (GMT+8).

21. TIPPING

Tipping is not customary and is discouraged. It is generally not expected at hotels and establishments, which will normally levy a 10% service charge.