

PARTICIPANT'S INFORMATION

The Infocomm Development Authority of Singapore (IDA) is organising the fifth run of an executive training programme in the area of information and communication technology (ICT) policy and regulation. It will be held from 12 to 16 September 2011, in Singapore.

1. VENUE OF MEETING

The programme will be mainly conducted at:

INFOCOMM DEVELOPMENT AUTHORITY OF SINGAPORE

10 Pasir Panjang Road, #10-01 Mapletree Business City, Singapore 117438

Phone: +65 6211 0888

Fax: +65 6659 2407

Website: www.ida.gov.sg

2. HOTEL ACCOMMODATION & RESERVATION

Participants are strongly encouraged to stay at the following hotels during the period of the programme.

- **Rendezvous Hotel** (www.RendezvousHotels.com)
9 Bras Basah Road, Singapore 189559
Tel: (65) 6336 0220
- **Hotel Royal Queens**
(www.royalqueens.com.sg)
12 Queen Street, Singapore 188553
Tel: (65) 6725 9988

Alternatively, participants may arrange their own accommodation, through 'Visit Singapore' - <http://www.visitsingapore.com>. "Harbourfront" would be the area closest to IDA Singapore's premises.

3. TRANSPORTATION ARRANGEMENTS

Participants are expected to make their own transport arrangements from airport to hotel and vice versa from hotel to airport.

The organisers will arrange daily transportation, from Rendezvous Hotel and Hotel Royal Queens to Mapletree Business City in the morning and a return trip to these two hotels at the end of the day's programme. If participants prefer to stay at other hotels, they would be expected to make their own transport arrangements.

4. FLIGHT AND IMMIGRATION REQUIREMENTS

Delegates are requested 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. Passports 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>

5. INSURANCE COVERAGE

The organisers do 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 travel.

6. MEALS

Lunches and light refreshments at coffee breaks will be provided during the duration of the programme from 12 to 16 September 2011. There will also be a Welcome Dinner cum Social Night on 13 September (Tuesday) and Farewell Lunch on 16 September (Friday). Delegates are requested to indicate dietary restrictions, if any.

7. REGISTRATION INFORMATION

The Registration Form can be downloaded from http://www.ida.gov.sg/doc/TRC_Registration.doc. Participants are requested to return the completed Registration Form as soon as possible. The closing date for early bird discount is on **12 August 2011**.

Please email the completed Registration Form to:

Norhidayu Yusope (Ms)
Assistant Executive (International)
Infocomm Development Authority of Singapore
Email: ida_ir@ida.gov.sg

8. CONTACT POINTS

For *substantive issues* regarding the course content, please contact:

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GENERAL INFORMATION ABOUT SINGAPORE

AIRPORT TAX

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

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 evening hours. There are no distinct wet or dry seasons but the heaviest rainfall occurs between November and January.

CURRENCY AND CREDIT CARDS

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

DRESS CODE

The dress code for all official programme is business wear, unless otherwise stated.

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.

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>

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. The hotels may also provide shuttle services to various locations in Singapore.

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 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 Terminal I -Terminal III of Changi Airport.

ENABLING FRAMEWORK FOR ICT DEVELOPMENT
THE SINGAPORE EXPERIENCE
12-16 September 2011, Singapore



LANGUAGE

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

MEDICAL FACILITIES

Most hotels have their own doctor on 24 hour call. Contact the front office and/or Concierge for assistance. Doctors are listed under “Medical Practitioners”. For Ambulance call 995.

NAME BADGES

Name badges will be distributed to all pre-registered participants on the first day of the programme on 12 September. Participants are requested to wear their name badges at all times.

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-peg 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.

SMOKING

Smoking in all air-conditioned public places is against the law and subjected to a fine of S\$200 and S\$500 for a subsequent offence. Smoking is also prohibited in all covered areas, including hawker centres, coffee-shops, cafes, fast-food outlets, bus interchanges and shelters, public toilets, public swimming complexes, entertainment nightspots, children's playgrounds, exercise areas, markets, underground and multi-storey car parks, ferry terminals and jetties, non-air conditioned areas in offices, factories, shops, shopping complexes and lift lobbies. For establishments with an outdoor area, some areas are marked and set aside for smoking. No smoking is allowed within a radius of 5 metres of all public entrances or exits, windows and ventilation intake of buildings.

STANDARD SINGAPORE TIME

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

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.