

## Enabling Frameworks for ICT Development - The Singapore Experience 28 Sept - 2 October 2015

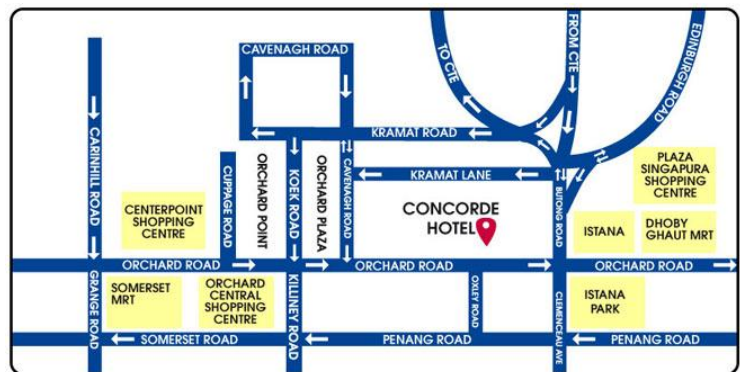
### PARTICIPANT'S INFORMATION

The Infocomm Development Authority of Singapore (IDA) is organising the ninth run of an executive training programme in the area of information and communication technology (ICT) policy and regulation. It will be held from 28 Sept - 2 October 2015, in Singapore.

#### 1. VENUE OF MEETING

The programme will mainly be conducted at:

**Concorde Hotel Singapore**  
100 Orchard Road, 238840  
Tel: (65) 6733 8855  
Fax: (65) 6732 7886



<http://singapore.concordehotelsresorts.com/>

Strategically located on the world famous Orchard Road and within the commercial and shopping district of Singapore, Concorde Hotel Singapore is just minutes away from Suntec City, Marina South, The Esplanade, Boat Quay, Clarke Quay, Chinatown and other major tourist attractions.

#### 2. HOTEL ACCOMMODATION & RESERVATION

For their convenience, participants are encouraged to stay at Concorde Hotel Singapore.

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 first day of the programme on 28 September 2015. Participants are requested to wear their name badges at all times during 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. 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>

## **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 28 Sept - 2 October 2015. There will also be a Welcome Dinner on 28 September 2015 (Monday). For meals provided, delegates are requested to indicate dietary restrictions, if any.

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## **GENERAL INFORMATION ABOUT SINGAPORE**

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### **8. 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.

### **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 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\$). 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.

### **11. DRESS CODE**

The dress code for all official programme is business wear, unless otherwise stated. Participants may also want 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. The 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 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.

## **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-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.

## **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 now 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://www.nea.gov.sg/public-health/smoking>.

## **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.