



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**38<sup>th</sup> CSCAP Steering Committee Meeting**  
**Orchard Hotel, Singapore**  
**2-3 December 2012**

## **GENERAL INFORMATION PAPER**

### **1. MEETING VENUE**

Orchard Ballroom 3 (Level 3)  
Orchard Hotel Singapore  
442 Orchard Road  
Singapore, 238879  
Singapore  
T: +65 6734 7766  
F: +65 6733 5482  
E: [enquiry@orchardhotel.com.sg](mailto:enquiry@orchardhotel.com.sg)

### **2. SECRETARIAT**

The Secretariat will be at Jasmine Room (Level 3). We will be open at 0800-1400hrs on 3 December 2012.

### **3. REGISTRATION**

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside Orchard Ballroom 3 at 0800-1400hrs on 3 December.

### **4. MEALS**

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at Nutmeg Room (Level 2) at 1900hrs on 2 December.
- (b) Breakfast will be served at Orchard Cafe (Level 1).
- (c) Lunch on 20 November will be served at the Orchard Hotel at 1230-1400hrs (Location TBC).

### **5. ACCOMMODATION**

Reservations will be made for all foreign participants to stay at the **Orchard Hotel**. The net room rate is around **SGD\$265** per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full costs of their own accommodation. Check-in time is at 1400hrs while check-out time is at 1200hrs. Participants who wish to arrive

earlier or remain later should inform CSCAP Singapore or CSCAP Secretariat well in advance.

Participants may also wish to consider making their own arrangements at alternative hotel venues nearby such as:

- Traders Hotel: <http://www.shangri-la.com/singapore/traders>
- RELC International Hotel: <http://relcih.com.sg/>
- Pan Pacific Orchard: <http://www.panpacific.com/en/Orchard/Overview.html>

## **6. ATTIRE**

(a) Smart casual for preliminary committee meetings.

(b) Business attire for the Steering Committee Meeting.

## **7. TRANSPORTATION**

Exit from the airport and follow signs to ECP (East Coast Parkway). Turn off at Rochor Road exit and turn into Bencoolen Street, drive down Fort Canning Road, then into Somerset Road and onto Orchard Blvd, on the right hand side of the street and turn right into Tomlinson Road and right again into Tanglin Road (hotel facade can be seen at this point). At the first set of lights, turn left, the hotel is on your immediate right.

Changi International Airport 14 miles (22km)

Taxi cost: SGD\$30

## **8. AIRPORT TAX**

For international flights, the airport departure tax is SGD\$28 per person and already included in the cost of the flight ticket.

## **9. VISA REQUIREMENTS**

Your passport should have a validity period of at least 6 months at the time of departure from Singapore. You may require a visa prior to your arrival in Singapore. For information on visa requirements, please go to the Ministry of Foreign Affairs Singapore Website at:

[http://www.mfa.gov.sg/content/mfa/consular\\_information/foreigners\\_visiting\\_singapore.html](http://www.mfa.gov.sg/content/mfa/consular_information/foreigners_visiting_singapore.html)

## **10. FURTHER INFORMATION**

Should you require further information, please contact CSCAP Secretariat at ISIS Malaysia, email: [cscap@isis.org.my](mailto:cscap@isis.org.my), telephone: +603-2693 9366 ext: 125, fax: +603-2693 9375, or CSCAP Singapore at Rajaratnam School of International Studies (RSIS), Nanyang Technological University (NTU) email: [cscapsin@ntu.edu.sg](mailto:cscapsin@ntu.edu.sg), telephone: +65-6316 2914, fax: +65-6794 0617