



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**3<sup>rd</sup> Meeting of the CSCAP Study Group on Energy Security**

**Singapore**  
**25-27 October 2015**

## **GENERAL INFORMATION PAPER**

### **1. HOTEL INFORMATION**

**Copthorne King's Hotel**

403 Havelock Road  
Singapore, 169632  
TEL: + 65 6733 0011  
Check in: 1400hrs/Check out: 1400hrs

### **2. MEETING TIME AND LOCATION**

**Copthorne King's Hotel**

The meeting will be conducted in the Marquis Room from 0900hrs to 1730hrs on 26 October, and 0900hrs to 1230hrs on 27 October. The Duke Room will serve as a breakout room.

### **3. REGISTRATION**

Participants may register from 0830hrs to 0900hrs on 26 October at the registration desk located outside the conference room.

### **4. MEALS**

- (a) Welcoming dinner on 25 October will be hosted at the Princess Terrace Café, Copthorne King's Hotel (lobby level).
- (b) Dinner on 26 October will be hosted at the Furama Riverfront Hotel Restaurant.
- (c) Lunch on 26 and 27 October will be served at the Princess Terrace Café, Copthorne King's Hotel.

### **5. ACCOMMODATION**

Reservations will be made for all international participants to stay at the Copthorne King's Hotel. The organizers will cover the cost of accommodation for 2 nights, for one designated representative per Member Committee. Check-in time will be 1400hrs, and complementary late checkout has been granted until 1400hrs.

For designated representatives, accommodations prior to and beyond the nights of 25 and 26 October 2015 shall be charged to your personal account. Therefore, participants who wish to arrive earlier or remain later should inform CSCAP Singapore well in advance. Please be informed that all other expenses such as personal telephone calls, mini bar services, beer, wine and other alcoholic beverages ordered as room service or from other hotel outlets, laundry services, internet and Business Centre charges are under personal account.

## **6. ATTIRE**

Smart Casual is recommended for all sessions during the meeting.

## **7. TRANSPORTATION**

Copthorne King's Hotel is 24 Kilometres from Singapore Changi Airport. Participants are suggested to arrange for their own transport from the airport to the hotel and vice-versa.

We recommend that you take a taxi to the hotel. Taxis are available at the airport and should cost approximately S\$35 (USD 25) one way.

## **8. VISA REQUIREMENTS**

Your passport should have a validity period of at least six months beyond the time of stay in Singapore. You may require a visa prior to your arrival in Singapore. For more information, please visit <http://www.ica.gov.sg/page.aspx?pageid=96&secid=94>. If you need an official letter or for any questions regarding visas, please contact CSCAP Singapore at [cscapsin@ntu.edu.sg](mailto:cscapsin@ntu.edu.sg).

## **9. FURTHER INFORMATION**

Should you require further information, please contact CSCAP Singapore at [cscapsin@ntu.edu.sg](mailto:cscapsin@ntu.edu.sg).