



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
CSCAP Retreat to Review the Regional Security Order and Architecture
Singapore
2-3 March 2017

GENERAL INFORMATION

1. MEETING VENUE

Village Hotel Changi

Function Rooms: Sphere 2 & 3

Address: 1 Netheravon Road, Singapore 508502

Tel: +65 6379 7111

Reservations: +65 6881 8888

Web: <http://bit.ly/2iBK7wZ>

2. SECRETARIAT

The Secretariat is located at function room **Quad 3** (Lobby level) near the meeting venue. It will open from 08:30-17:30 on 2 March 2017 and from 08:30-12:00 on 3 March 2017.

3. REGISTRATION

Participants are requested to register for the meeting at **Sphere 2 & 3** (Lobby level) of Village Hotel Changi on 2 March 2017 from 8:30.

4. MEALS

- (a) A dinner is provided for participants who check-in before 21:15 on 1 March 2017. The dinner will be at the Saltwater Cafe (Lobby level) of Village Hotel Changi and participants can dine there at their own time from 18:30-22:00. Dinner vouchers will be given to participants upon checking in.
- (b) Buffet breakfast will be served from 06:30 until 10:30 daily at the Saltwater Cafe (Lobby level).
- (c) Lunch on 2 March 2017 will be served at the Saltwater Cafe (Lobby level).
- (d) An official hosted dinner will be served on 2 March 2017 (venue to be confirmed).
- (e) Lunch on 3 March 2017 will be served at the Saltwater Cafe (Lobby level).

5. ACCOMMODATION

CSCAP Singapore has reserved a block of rooms at Village Hotel Changi at special conference rates: SGD 212 (approximately USD148) per night for a deluxe room, single

occupancy, and SGD 236 per night for double occupancy, inclusive of breakfast, access to WiFi and the Fitness Centre, service charge and all taxes.

CSCAP Singapore will provide 1 designated representative from each CSCAP member committee with two nights' accommodation. CSCAP member committees are also welcome to invite anyone they wish (even Track 1 officials) as non-designated representatives so long as they fund their trip(s).

Check-in time is after 14:00; check-out time is at 12:00.

Requests for early check-in will be subject to availability. However, to guarantee early check-in, the room must be reserved the night prior to the guest's arrival. Request for late departure is subject to availability. The full rate will be levied for early check-in and for check-out after 18:00.

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- a) Reservations: To make reservations, please fill up the attached Hotel Reservation Form. Please send the completed form via email directly to Ms. Pauline Liew at (ispaulineliew@ntu.edu.sg).
- b) Hotel reservation deadline: Reservation forms must be submitted by **Wednesday, 8 February 2017**.
- c) Incidental costs (including telephone charges and laundry) will be borne by the participant.

6. ATTIRE

Smart casual attire is recommended for all sessions during the retreat.

7. TRANSPORTATION

Village Hotel Changi is about 11 Kilometres from Singapore Changi Airport. Participants are advised 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 SGD18 - SGD30 (USD13 - USD22) one way. The travel time to the Hotel is about 20 minutes. A flat rate of SGD60 will be given to each participant to cover local airport transfers.

8. VISA REQUIREMENTS (Important)

Participants are advised to check whether you need entry visa into Singapore. For more information, please visit Singapore Immigration & Checkpoints Authority website at: https://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165.

Your passport should have a validity period of at least six months beyond the time of stay in Singapore.

If you need an official letter or if you have any questions regarding visas, please contact Ms. Pauline Liew at (ispaulineliew@ntu.edu.sg).

If any members of your delegation require a Letter of Introduction for visa purposes, please inform us as soon as possible so that we can make the arrangements.

9. CLIMATE

The weather in Singapore ranges from 25°- 32° Celsius. For more information, please go to: <https://www.theweathernetwork.com/sg/weather/-/singapore>

10. CONTACT INFORMATION

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