



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
Study Group on Naval Enhancement
Singapore
25 – 26 May 2009

ADMINISTRATIVE NOTES

1. CONFERENCE VENUE

Raffles Marina Ltd
10 Tuas West Drive Singapore 638404
Tel: (+65) 6861 8000
Fax: (+65) 6861 1020
Website : www.rafflesmarina.com.sg

All sessions for the Study Group Meeting will be held at the Function Rooms 1 & 2 located on level 2.

2. SECRETARIAT

The Study Group Secretariat is located outside Function Rooms at Raffles Marina Ltd. It will operate from 0830 hrs – 1730 hrs on 25 May 09 and 0830 hrs – 1400 hrs on 26 May 09.

3. REGISTRATION

Participants can register on 25 May 09 from 0830 hrs at the foyer of the Function Rooms 1 & 2. Conference kits will be made available upon registration.

4. ACCOMMODATION

Venue
The Nanyang Executive Centre (NEC)
60 Nanyang Avenue, Singapore 639673
Telephone: +65 6790 6699/ 6790 6697
Fax number: +65 6794 7860
Email: ntu-nec@ntu.edu.sg
Website : www.ntu.edu.sg/NEC

The organizers of this meeting will cover hotel accommodations for three nights from 24 – 26 May 09 (inclusive). The room rate is S\$130++ per night (inclusive of breakfast). Following CSCAP rules, the host committee covers accommodation for ONE representative per committee. Accommodations prior to and beyond the dates given above shall be charged to their personal account. International and local calls, mini-bar, laundry, and other personal expenses shall be borne by participants.

5. MEALS

- (a) The organizer of this conference will cover all meals of participants beginning on the evening of 24 May till lunch of 26 May. Dinner arrangement on 26 May will be advised for those who are departing on 27 May.
- (b) A Welcome Reception on 24 May will be held at the function room of The Mayflower Restaurant (beside the Staff Club).
- (c) Breakfast on 25 and 26 May will be at Mayflower Restaurant. It will be served from 0730 hrs to 0930 hrs.
- (d) The lunch on 25 and 26 May will be at Function Room 3 (beside the meeting venue).
- (e) The Welcome Dinner will be on 25 May at Marina Bistro, level B, Raffles Marina Ltd
- (f) Meals taken outside these arrangements shall be on the participant's account.

6. AIRPORT TRANSFER

Please take note that there will be no arranged transportation to and from the Centre.

On arrival in Singapore, please proceed to The Nanyang Executive Centre by taxi. There will be a surcharge of S\$3 or S\$5 (depending on the time of the day) for trips originating from the airport. Travel time from Singapore Changi Airport to the Centre will take about 45 minutes.

7. SHUTTLE SERVICE

There is a shuttle service provided between The Nanyang Executive Centre and Raffles Marina Ltd on 25 and 26 May. Please assemble at the NEC lobby near the Reception area on both days at 0820 hours.

8. ATTIRE

Working attire is requested for the session proper. Participants are advised to bring a jacket or sweater for use during the sessions, as the function room can be cold.

9. FURTHER INFORMATION

Should you require further information, please contact:

CSCAP Singapore Secretariat

Email: cscapsin@ntu.edu.sg

Tel : +65-6790 6975

Fax: +65-6794 0617

Thank you very much. We hope you have a pleasant stay in Singapore!