



International Civil Aviation Organization

**SIXTH MEETING OF THE SOUTHEAST ASIA
SUB-REGIONAL ADS-B IMPLEMENTATION
WORKING GROUP (SEA ADS-B WG/6)**



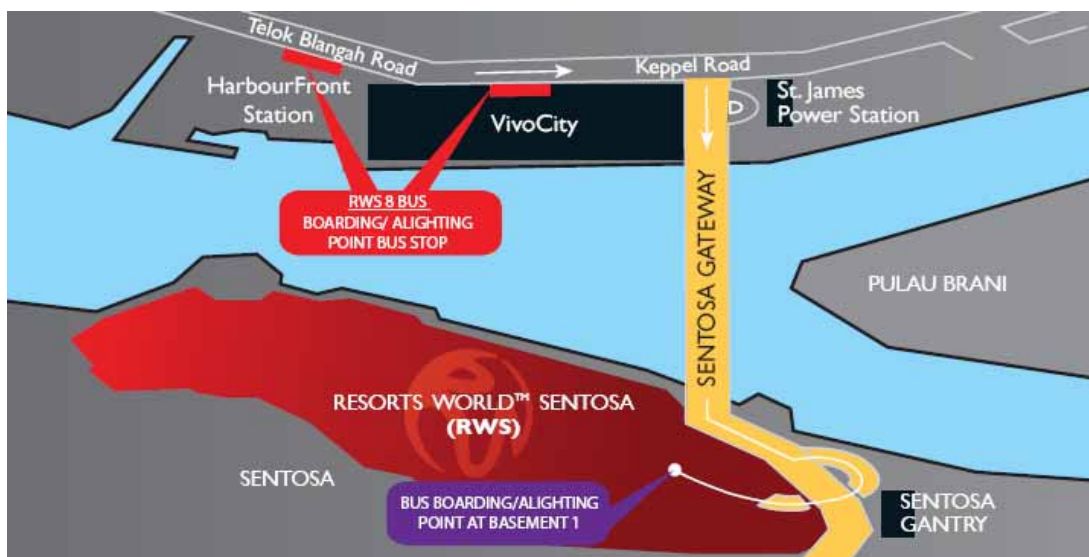
Singapore, 24 - 25 February 2011

1. SCHEDULE OF MEETING

1.1. The Sixth Automatic Dependent Surveillance – Broadcast Southeast Asia Sub-regional Working Group (SEA ADS-B WG/6) will be held from Thursday 24 February 2011 to Friday 25 February 2011 at “**Resort World Sentosa Singapore**” where the contact and address are shown as follows:

Resort World Sentosa Singapore

39 Artillery Avenue
Sentosa Island
Singapore 099958
Phone: +65 6577 8888
Fax: +65 6577 8890
Website: <http://www.rwsentosa.com/>



1.2. The details of getting to Resort World Sentosa Convention Centre can be found in **Annex A** attached.

1.3. The meeting will commence at 0900 hrs and conclude at 1700 hrs on both days with a lunch break between 1200 and 1300 hrs. Morning tea, lunch and afternoon tea will be provided.

2. REGISTRATION OF PARTICIPANTS

2.1. Participants are requested to register at the Registration Desk outside the conference room on Thursday 24 February 2010 between 0800 – 0900 hrs. Participants are also requested to put on the identification badge while attending all activities during the meeting.

3. OFFICERS AND SECRETARIAT CONCERNED WITH THE MEETING

3.1. For any assistance for arrangement and participation of the meeting, participants can contact the following officers:

Mr. HO Wee Sin
Mobile Phone: +65 9647 0394
Phone: +65 6595 6061
Fax: +65 6542 2447
E-mail: ho_wee_sin@caas.gov.sg

Mr. CHEW Guang Wei
Mobile Phone: +65 9821 5092
Phone: +65 6595 6774
Fax: +65 6542 2447
E-mail: chew_guang_wei@caas.gov.sg

3.2. The hosting State will provide a moderator for the meeting. Mr. Li Peng, Regional Officer CNS of the ICAO Asia and Pacific Office will act as Secretary of the meeting. His contact address is as follows:

Mr. LI Peng, Regional Officer CNS
International Civil Aviation Organization
252/1, Vibhavadee Rangsit Road
Ladysao, Chatuchak
Bangkok 10900
Thailand
Phone: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: pli@bangkok.icao.int
icao_apac@bangkok.icao.int

4. MEETING DOCUMENTS FOR DISTRIBUTION

4.1. All Working/Information Papers for the Workshop and the Meeting should be submitted in Microsoft Word or Power Point format **before 14 February 2011** for publishing on the ICAO APAC web site. Participants are requested to download and bring the papers with them.

5. HOTEL RESERVATION

5.1. The Event Management Company has suggested the following hotels for the participants' consideration. The details are as follows:

Accommodation	Category			Distance from Conference Venue
		Single	Double	
Hard Rock Singapore	5 Star	\$338++ \$368++(*)	\$366++ \$396++(*)	Conference Venue
Siloso Beach Resort	4 Star	\$235++	\$265++	Within Sentosa Island
Hotel Grand Pacific	3 Star	\$195++	\$225++	Approximately 30 mins by Public Transport
Royal @ Queens	3 Star	\$195++	\$215++	
Landmark Village	3 Star	\$190++	\$205++	
Albert Court Village	3 Star	\$190++	\$205++	
Fragrance Hotel (Bugis)	2 Star	\$130++	\$145++	
Fragrance Hotel (Royal)	2 Star	\$120++		Approximately 10 mins by Public Transport

Above room rates are subjected to prevailing 10% service charge and 7% goods and service tax.

Prices are inclusive of breakfast except for Fragrance Hotel (Royal).

(*) Price for 25 Feb 2011 only

5.2. Participants are advised to make the reservations as early as possible. The rooms and rates quoted are subjected to availability and changes at the point of reservation. The rates quoted are corrected at the time of printing and might change depending on the demand. Participants are also advised to check for any online promotional rates on the Internet before making the hotel reservation with the Event Management Company.

5.3. For the suggested hotels listed above, participants are advised to make reservations at least 30 days prior to the date of arrival. Cancellation fee (equivalent to 1 night stay) will be charged if the cancellation is made within 30 days prior to date of arrival or for no-show. Participants are to liaise directly with the Event Management Company for the reservations. The contact details are as follows:

Ms. Ellen HENG
Phone: +65 6336 2328
Fax: +65 6336 2583
Mobile: +65 8168 8555
Email: Ellen@cma.sg

5.4. Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the Meeting.

5.5. When departing, the hotel can arrange for transportation (Hotel Airport Transfer Bus/ Taxi) to the airport. The price for the Hotel Airport Transfer Bus will be in accordance of price set by the respective hotels. The price including all necessary charges of the taxis will be in accordance to the fare meter. Alternatively, the participants may also take the MRT and/ or buses to the airport.

6. PASSPORT, VISA AND CUSTOMS

6.1. All foreign participants entering Singapore must possess valid travel documents. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 90 days. The following website lists the countries that require visa to enter Singapore.

http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165

6.2. For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at:

<http://www.customs.gov.sg/leftNav/trav/Customs+Guide+for+Travellers.htm>

6.3. Regardless whether visa is required, participants must also meet certain entry requirements for entry into Singapore. These requirements include;

- Confirmed onward/ return air ticket
- A valid passport with minimum of 6 months validity
- Completion of the disembarkation/ embarkation card upon arrival in Singapore

6.4. International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.5. There are no restrictions on import and export of foreign and local currency. However, if the amount exceeds S\$30,000 it must be declared. (Current exchange rate US\$1 = S\$1.30 approx). The Brunei Dollar (B\$1 = S\$1) is also legal tender in Singapore.

7. OTHER USEFUL INFORMATION

7.1. Time in Singapore is 8 hours ahead of Co-ordinated Universal Time (UTC+8).

7.2. International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

7.3. All commercial banks exchange major foreign currencies and most are open from 0930 to 1500 hours from Monday through Friday; and 0930 to 1200 on Saturday. Authorised money changers are also available at the airport and in major shopping centres around the city.

7.4. Weather in Singapore is generally hot ranging from 24 to 34 deg Celsius with high humidity. The wettest months are November to January, the driest May to July. More weather information can be obtained from the web site of the National Environment Agency: <http://www.nea.gov.sg>.

7.5. The official languages in Singapore are English, Chinese (Mandarin), Bahasa Melayu, and Tamil.

7.6. The 7% goods and services tax (GST) is applied to all goods and services. Visitors purchasing goods worth S\$300 or more through a shop participating in the GST Tourist Refund Scheme (look for the 'Tax-free Shopping' logo) can apply for a GST refund. Pick up a *How to Shop Tax-free in Singapore* brochure at the airport or any visitors centres for more information.

7.7. Most restaurants and hotels include a 10% service charge in addition to the 7% GST. Tipping is not necessary in Singapore.

7.8. Tap water in Singapore is clean and safe to drink. However, for those who prefer bottled mineral water, it is widely available at local supermarkets and grocery stores.
