

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

**ELEVENTH MEETING OF THE AIR TRAFFIC MANAGEMENT
SUB-GROUP OF APANPIRG
(ATM/SG/11)**

(Singapore, 2 – 6 October 2023)

INFORMATION BULLETIN

1. Dates and Venue

- 1.1 The Eleventh meeting of the Air Traffic Management Sub-Group of APANPIRG (ATM/SG/11) will be held at the Crowne Plaza Changi Airport Singapore, from 02 October (Monday) until 6 October (Friday). The meeting will start at 0900 hours each day, unless varied by the Chair. The Crowne Plaza Changi Airport is located at:

Crowne Plaza Changi Airport
75 Airport Boulevard
Singapore 819664
Tel: +65 6823 5300
Website: <https://changiairport.crowneplaza.com>

2. Registration of Delegates

- 2.1. Delegates are requested to register at the Registration Desk located at the entrance of Chengal Room on the 1st Floor of Crowne Plaza Changi Airport between 0830 and 0900 hours on the opening day of the Meeting (Monday 02 October 2023).
- 2.2. Name badges or Identification badges will be issued to delegates after registration. Delegates are required to wear the badges throughout the period of the Meeting for easy identification.

3. Useful Travel Information

3.1. Visa and Entry Requirements for Singapore

At the time of writing, there are no COVID-19 measures for travellers arriving in Singapore regardless of vaccination status of traveller profile. Notwithstanding, participants are to check the Singapore Immigration and Checkpoints Authority's (ICA's) website (see link below) for the latest COVID-19 developments.

All foreign nationals entering Singapore must possess valid passports with at least six months validity or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advance for your travel to and from Singapore.

For further information regarding entry requirements, including the latest COVID-19 and whether a valid Singapore visa is required, please visit <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>.

For more information about Singapore Customs and duty-free concessions, please visit the Singapore Customs website at <https://customs.gov.sg/individuals/going-through-customs/arrivals/duty-free-concession-and-gst-relief>.

3.2. **Electricity**

Voltage in Singapore is 220VAC 50Hz, and the 3-pin power plug is commonly used.

3.3. **Time Zone**

Time in Singapore time is 8 hours ahead of the Coordinated Universal Time (i.e. UTC+8).

3.4. **Other Useful Information**

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 grocers.

4. **Hotel**

Participants should arrange hotel accommodation in advance. The list of recommended hotels is attached in Annex 1.

5. **Transportation To/from (Meeting Venue)**

Crowne Plaza Changi Airport is located at Terminal 3 of Singapore Changi Airport. It takes approximately 3 minutes to walk from Terminal 3 Arrival Hall to the hotel. Terminals 1, 2 and 3 are connect by a complimentary Skytrain service and Jewel is connected to Terminal 3, next to the Crowne Plaza Level 2 entrance, via the link bridge.

Taxis are available at the taxi stands at the Arrival levels of each Terminal. Fares are metered and there is additional airport surcharge for all trips originating from the airport.



The nearest subway station is the Changi Airport Station (CG2). The train station is accessible by foot from Terminal 3 and it takes approximately 3 minutes to walk from Changi Airport Station (CG2) to Crowne Plaza Changi Airport.

6. **Further Information**



While delegates are expected to make their own visa / transport / hotel accommodation arrangements, any enquiries regarding this information bulletin and the logistics arrangements for the Meeting are welcomed. For further information, please contact the following officer of the Civil Aviation Authority of Singapore at:

Ms. Peiru He
Tel: +65 6541 2686
Email: he_peiru@caas.gov.sg

Annex 1 – List of Recommended Hotels

<i>HOTEL ROOM RATES in Singapore Dollar</i> All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 8% Goods & Services Tax.			
Names of Hotel	Room		Remarks
Crowne Plaza Changi Airport <i>75 Airport Boulevard (located at Changi Airport)</i> <i>(Meeting venue)</i>	<i>Deluxe</i> \$260++ per room/night includes WIFI and buffet breakfast for one		 Hotel Booking Form - CAAS (Crown) Participants to use the reservation form to make the room reservation.
Park Avenue Changi 2 Changi Business Park Avenue 1, Singapore 486015	<i>Superior (Twin Bedded) / Deluxe (King-Bedded)</i>	<i>Executive Deluxe (1-Bedroom Suite)</i>	 CAAS - Booking Form (Park Avenue). Participants to use the reservation form to make the room reservation
	<u>Single occupancy</u> \$220++ per room per night (1 breakfast) with Wi-Fi <u>Double occupancy</u> \$250++ per room per night (2 breakfasts) with Wi-Fi	<u>Single occupancy</u> \$200++ per room per night (1 breakfast) with Wi-Fi <u>Double occupancy</u> \$320++ per room per night (2 breakfasts) with Wi-Fi	

Annex 1 – List of Recommended Hotels

Grand Mercure Roxy 50 East Coast Road, Roxy Square, Singapore, 428769	Superior \$150++ per room per night with WIFI	Deluxe \$170++ per room per night with WIFI	Book via link : https://www.idem.events/r/grand-mercure-singapore-roxy Note: The booking link will expire 1 Sept 23. Guests will have to guarantee their reservations with their credit card and will not be able to Cancel the booking 48 hours prior to arrival date. Any cancellation made during that time will be subjected to 1 night penalty charge.
	\$15++ for Buffet Breakfast.	\$15++ for Buffet Breakfast.	
Village Hotel Changi 1 Netheravon Road, Singapore 508502	Superior \$160++ per room per night with 1 breakfast and internet	Deluxe \$180++ per room per night with 1 breakfast and internet	 Civil Aviation Authority of Si... Participants to use the reservation form. The rates applicable till 2 Sept 2023.
Village Hotel Katong 25 Marine Parade Singapore 449536	Superior \$170++ per room per night with 1 breakfast and internet	Deluxe \$190++ per room per night with 1 breakfast and internet	 Civil Aviation Authority of Si... Participants to use the reservation form. The rates applicable till 2 Sept 2023.
Holiday Inn Express 88 East Coast Road Katong Square Singapore 423371	Standard Queen or Twin \$175.00++ per room per night Inclusive Wi-fi & Express Start Breakfast (with Grab and Go option)		Reservations via email : resvn.sinka@ihg.com Please quote Civil Aviation Authority of Singapore when reservations are made.

Annex 1 – List of Recommended Hotels

Hotel Indigo 86 East Coast Road Katong Square Singapore 428788	<i>Standard</i> \$270.00++ per room per night (Inclusive of one breakfast and Wi-fi)	Reservations via email : resvn.sinki@ihg.com Please quote Civil Aviation Authority of Singapore when reservations are made.
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CAAS
1 October to 6 October 2023
HOTEL RESERVATION (CS1)

Please return this hotel reservation form to:

RESERVATIONS DEPARTMENT
CROWNE PLAZA® CHANGI AIRPORT
Tel: (65) 6823 5388 Fax: (65) 6823 5381
Email: reservations.cpa@ihg.com
cc: david.aw2@ihg.com

****All reservations must be received by 18 September 2023****

GUESTROOM:

- ☐ Deluxe Room - S\$260.00++ per room per night inclusive of breakfast and wifi for 01 person
- Additional breakfast can be arranged at \$25++ per person per day

GUEST PARTICULARS

Please fill the particulars as follows:

GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)

ARRIVAL DATE	DEPARTURE DATE
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME
COMPANY	COUNTRY OF RESIDENCE
TELEPHONE (including country code)	E-MAIL ADDRESS

CREDIT CARD GUARANTEE

- ☐ American Express ☐ Visa ☐ MasterCard ☐ Diners Club ☐ Others

CARDHOLDER'S NAME _____ EXPIRY DATE _____

CREDIT CARD TYPE/ NUMBER _____

CARDHOLDER'S SIGNATURE _____

- Please note that the above room category/rate is only applicable from 1 October to 6 October 2023 (both dates inclusive)
- All rates quoted are only valid till 18 September 2023
- All reservations are subject to confirmation by the Hotel
- A one-night room charge will be applicable for any cancellation of room booked
- Any amendment to each confirmed room reservation resulting in a reduced length of stay, will be subject to one night stay as confirmed during reservation
- Should there be a no-show for confirmed reservations, a no-show charge equivalent to a one night charge will be charged to the credit card details provided

FOR HOTEL USE ONLY

Booking is Confirmed / Not Confirmed by _____ Date _____
Confirmation Number _____

The Hotel check-in time is after 3pm on day of arrival. Should guests wish to occupy the room before 3pm, placing a reservation for the night before is recommended.

The Hotel check-out time is 12 noon on the day of departure. Late check-out at 6pm is chargeable at 50% of agreed room rate and after 6pm is chargeable at full day room rate, subject to room availability.

All rates are in Singapore Dollars and subject to 10% service charge and thereafter 8% goods & services tax (GST) unless stated otherwise.



PARK AVENUE CHANGI - ROOM RESERVATION FORM

CAAS Event: Eleventh Meeting of the Air Traffic Management Sub-Group (ATM/SG/11) of APANPIRG

DATE: 2 – 6 October 2023

VENUE: Changi Airport

Please return directly to: Jane Tan, Sales & Admin Officer @ jane.tan@uel.sg /
Marilyn Lee, Sales & Admin Manager @ merilyn.lee@uel.sg

A. ROOM RESERVATION

Room rates per night inclusive of 1 breakfast, unlimited Wi-Fi access and local calls.		
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Superior (Twin Bedded) / Deluxe (King Bedded)	<input type="checkbox"/> S\$220	<input type="checkbox"/> S\$250
Executive Deluxe (1-Bedroom Suite)	<input type="checkbox"/> S\$200	<input type="checkbox"/> S\$320

All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 8% Goods & Services Tax. Rates are only applicable for the above stated event and are quoted in Singapore dollars. Room types / preferences are subject to availability upon receipt of completed reservation form.

Check-In Date : _____ Flight No. : _____ E.T.A : _____
Check-Out Date : _____ Flight No. : _____ E.T.D : _____

Please complete a copy of this form for every room reservation.

B. YOUR PARTICULARS

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____
Country : _____ Telephone : _____
Facsimile : _____ Email : _____

Name of guest sharing room

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____

C. MODE OF GUARANTEE

Credit Card Information : ☐ Visa ☐ MasterCard ☐ American Express
Credit Card Number : _____
Expiry Date : _____
Name on Card : _____ Card Holder's Signature : _____

D. TERMS & CONDITIONS

- Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 1400 hours, subject to room availability.
- All room reservations must be guaranteed by major credit card. The cost of one night's accommodation must be guaranteed by credit card at the time of booking.
- Please inform us of any changes to your reservation in writing via email or fax.
- Rates are applicable for stay from 19 – 27 August 2023 (inclusive) only.
- The Hotel reserves the right to quote the next room category should the above room types are not available.
- The Hotel will not bear any bank charges incurred during telegraphic process.
- Additional breakfast is chargeable at S\$30++ per person per day.

E. CANCELLATION / NO-SHOW POLICY

- In the event of any cancellation within **72 hours** of the scheduled arrival date or no show, cancellation charge equivalent to the entire duration of stay as booked and confirmed will be levied.

FOR HOTEL USE ONLY

☐ Confirmed at Confirmation Number : _____ ☐ Unable to Confirm
Acknowledged by : _____ Hotel Stamp : _____

PARK AVENUE CHANGI (Co Registration No. 53219874C)

2 Changi Business Park Avenue 1, Singapore 486015 Tel: (65) 68097300 Fax: (65) 68097311

www.parkavenuechangi.com

Managed by UE Park Avenue International Pte Ltd

**Eleventh Meeting of the Air Traffic Management
Sub-Group (ATM/SG/11) of APANPIRG
(02 to 06 October 2023)**

RESERVATION FORM

Attn : Ms Kelly Lim
Tel : (65) 6551 2177
HP : (65) 9790 6031
Email : kellylimml@fareast.com.sg

cc: Ms Amirah Azril
Tel: (65) 6551 2190
Email: amirahazril@fareast.com.sg

A) GUEST DETAILS

Mr / Miss / Mrs / Dr:

Family Name

First Name

Telephone Number

Email Address

B) Check-in Date: _____

Flight / Time: _____

Check-out Date: _____

Flight / Time: _____

C) ACCOMMODATION: Stay dates 01 to 07 October 2023

(Check in time: 1400 hours; Check out time: 1200 hours)

☐ Superior Single room with 1 breakfast and internet only @ **S\$160.00 ++** per room per night

☐ Deluxe Single room with 1 breakfast and internet only @ **S\$180.00 ++** per room per night

* Additional Breakfast at **\$20.00++** per person

* Do take note that the above rates will be applicable till 02 September 2023, after which will be subject to changes.

* Room is subject to room availability upon confirmation.

The above rates are subject to **10%** service charge and the prevailing taxes **8%**, otherwise indicated.

D) CANCELLATION AND CHANGE POLICY

Any cancellation made less than 30 days out prior to arrival will be at full duration charges.

Failure to arrive at your hotel will be treated as a No-Show and will incur the first night charge (Hotel policy).

E) BILLING INSTRUCTIONS (Guest room charges will be on personal account)

Reservation Team will send **Payment Link** to make payment by credit card online.

Village Hotel Changi

1 Netheravon Road Singapore 508502

+65 6379 7111 info.vhc@fareast.com.sg www.VillageHotels.asia/Changi

@StayVillage @StayVillage



**Eleventh Meeting of the Air Traffic Management
Sub-Group (ATM/SG/11) of APANPIRG
(02 to 06 October 2023)**

RESERVATION FORM

Attn : Ms Kelly Lim
Tel : (65) 6551 2177
HP : (65) 9790 6031
Email : kellylimml@fareast.com.sg

cc: Ms Amirah Azril
Tel: (65) 6551 2190
Email: amirahazril@fareast.com.sg

A) GUEST DETAILS

Mr / Miss / Mrs / Dr:

Family Name

First Name

Telephone Number

Email Address

B) Check-in Date: _____

Flight / Time: _____

Check-out Date: _____

Flight / Time: _____

C) ACCOMMODATION: Stay dates 01 to 07 October 2023

(Check in time: 1400 hours; Check out time: 1200 hours)

☐ Superior Single room with 1 breakfast and internet only @ **S\$170.00 ++** per room per night

☐ Deluxe Single room with 1 breakfast and internet only @ **S\$190.00 ++** per room per night

* Additional Breakfast at **\$20.00++** per person

* Do take note that the above rates will be applicable till 02 September 2023, after which will be subject to changes.

* Room is subject to room availability upon confirmation.

The above rates are subject to **10%** service charge and the prevailing taxes **8%**, otherwise indicated.

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Reservation Team will send **Payment Link** to make payment by credit card online.

Village Hotel Katong

📍 25 Marine Parade Singapore 449536

☎ +65 6344 2200 ✉ info.vhk@fareast.com.sg 🌐 www.VillageHotels.asia/Katong

📘 @StayVillage 📺 @StayVillage