

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE
THE THIRD MEETING OF THE
AIR TRAFFIC FLOW MANAGEMENT STEERING GROUP
(ATFM/SG/3)**

(Singapore, 10 – 14 March 2013)

MEETING BULLETIN

1. Dates and Venue

1.1 The Third Meeting of the Air Traffic Flow Management Steering Group (ATFM/SG 3) will be held at Atrium Ballroom of the Raffles City Convention Centre, in Singapore from Monday, 10 March to Friday, 14 March 2013.

1.2 The Raffles City Convention Centre is located at 80 Bras Basah Road, Singapore 189560 adjoining the Raffles City Shopping Mall, Fairmont Hotel Singapore and Swissôtel The Stamford Hotel.

1.3 The meeting will commence at 09:00 a.m. and finish at 3:30 p.m. daily, except on 12 March the meeting will end at 5:00pm as a site visit will be conducted to Singapore Aviation Academy to experience HITL simulation on test bed facility and to Singapore Air Traffic Control Centre to view the new LORADSIII ATM system. Lunch break are between 12:00 to 13:00 p.m. The registration of participants on the first day will be from 08:30 to 09:00 a.m. at the meeting venue.

1.4 Mr. Shane Sumner, Regional Officer, Air Traffic Management of the ICAO Asia and Pacific Office, will act as Secretary of the Meeting.

1.5 The Proposed Order of Business is obtainable at ICAO APAC website:
<http://www.icao.int/APAC/Meetings/Pages/2014-ATFM-SG3.aspx>

2. Useful Travel Information

2.1 Passport, Visa and Customs

All foreign nationals entering Singapore must possess valid passports or other valid documents for travel. Please check that you have the necessary visas, including transit visas, processed in advanced for your travel to and from Singapore. You may wish to visit the Singapore Consular website at <http://www.mfa.gov.sg/consular/visa/index.htm> for updates on visa information and the nearest Singapore Overseas Missions located in your country.

2.2 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>

2.3 Transportation by Taxi

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.

\$5 airport surcharge - 5.00pm to 12.00am (Fridays to Sundays)

\$3 airport surcharge - all other times

Midnight surcharge of 50% of final metered fare - 12.00am to 6.00am (daily)

3. Other Useful Information

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

4. Accommodation and Further Information

4.1 Participants should arrange hotel accommodation in advance. Information giving the address, tariff etc. of hotels is attached in Annex 1. For accommodation arrangements at these hotels and for further information, please contact at:

E-mail: allison@cma.sg

Tel : (65) 63362328

Fax : (65) 63362583

ICAO ASIA AND PACIFIC OFFICE
THE THIRD MEETING OF THE AIR TRAFFIC FLOW
MANAGEMENT STEERING GROUP (ATFM/SG/3)
10 – 14 March 2014

Personal Particulars

(Fields marked with an asterisk * are required.)

Title* Prof Dr Mr Mrs Mdm Ms

Family Name (Surname)* : _____

First Name* : _____

Organisation* : _____

Address : _____

State : _____ Zip Code : _____

Country : _____

Country / Area Code : _____

Telephone : _____ Fax : _____

E-mail* : _____

HOTEL BOOKING

Please reserve the following hotel room reservation for me:

Accommodation	Category	Room Rate Per Night				Remarks	Distance from Conference Venue
		Single	Pls Tick	Double	Pls Tick		
Fairmont Singapore (Conference Hotel)	5 Star	S\$330++		S\$350++		Breakfast & WiFi Included	Conference Venue
Swissotel The Stamford (Conference Hotel)	5 Star	S\$310++		S\$330++		Breakfast & WiFi Included	Conference Venue
Royal @ Queens	3.5 Star	\$200++		\$200++		Breakfast & WiFi Included	Within 10 minutes walk
YWCA Fort Canning Lodge	3 Star	S\$165++		S\$165++		Breakfast & WiFi Included	10 mins by MRT

*Note:

- **Reservation must be made on or before 24 February 2014.**
- **Rooms and rates quoted are subject to availability and change at time of reservation in the event the above category of room is not available**
- Room rates are subject to prevailing taxes (currently 10% service charge and thereafter 7% Goods and Services Tax.)
- For cancellations received after 28 February 2014, a cancellation fee equivalent to 1 night stay will be chargeable.
- For no-show, a cancellation fee equivalent to 1 night stay will be chargeable.
- To check availability of other budget hotels, please contact us at allison@cma.sg

**ICAO ASIA AND PACIFIC OFFICE
THE THIRD MEETING OF THE AIR TRAFFIC FLOW
MANAGEMENT STEERING GROUP (ATFM/SG/3)
10 - 14 March 2014**

HOTEL BOOKING (CONTINUED)

Please take note of my arrival and departure flight details:

Flight Itinerary:			
Arrival:	_____	_____	_____
	Date	Flight No.	Arrival Time
Departure	_____	_____	_____
	Date	Flight No.	Departure Time

METHOD OF PAYMENT

By Credit Card

Please tick card type: VISA MasterCard AMEX

Name of Card Holder: _____

Card Number:

Expiry Date:

(MM/YYYY)

Authorised Signature

Date

Please fax or email the completed form to :
CMA International Consultants Pte Ltd
Tel : (65) 63362328 Fax: (65) 6336 2583
Email: allison@cma.sg