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| **logogreen** | C:\Users\s8413751j\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\IDAfull (colour) high res.jpg**The 15th APT Policy and Regulatory Forum (PRF-15)**3-5 August 2015, Singapore |

**PARTICIPANTS’ INFORMATION**

The 15th APT Policy and Regulatory Forum (PRF-15) will be held from 3 to 5 August 2015 in Singapore.

The detailed arrangements are as follows:

**MEETING VENUE**

The Meeting will be held in the Grand Ballroom (Level 4) of the Grand Copthorne Waterfront Hotel, Singapore.



The contact details of the hotel are as follows:

 **Grand Copthorne Waterfront Hotel,**

**Singapore**

392 Havelock Road

 Singapore 169663

 *http://www.grandcopthorne.com.sg*

**PARTICIPATION**

All APT Members, Associate Members, Affiliate Members, Eligible Non-Members and International/Regional Organizations can attend the meeting by registering online. Member Administrations and International/Regional Organizations are requested to send the official List of Delegations for the meeting. If any APT Affiliate Member is included in the National Delegation, please clearly mention in the List of Delegation.

**Participation of Non-Members:**  Non-Members can attend the meeting with “Observer” status by paying Registration Fee of US$250 per person. Please contact APT Secretariat for the payment methods of the Registration Fees.

**REGISTRATION**

Those participants who have not registered earlier are requested to register immediately online at <http://www.apt.int/content/online-registration> for making necessary arrangements by the APT Secretariat. **Last date of receipt of your registration by APT Secretariat is 6 July 2015.**

**HOTEL ACCOMMODATION**

**Grand Copthorne Waterfront Hotel, Singapore** is the hotel recommended for all participants to stay at during the meeting. Please send the Hotel Reservation form to **Grand Copthorne Waterfront Hotel, Singapore** at the earliest possible date and no later than **20 July, 2015**. The Hotel Reservation Contact is: **Mr. Xavier Chua (****xavier.chua@millenniumhotels.com****)**. Please copy your reservation to APT Secretariat: e-mail address: aptpolicy@apt.int and aptadmin@apt.int.

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| **Room Type** | **Room Rate (Incl. GST)** |
| **Superior Room (Include daily buffet breakfast and unlimited Internet access)** | **S$294.25** |
| **Deluxe Room (Include daily buffet breakfast and unlimited Internet access)** | **S$329.56** |
| **Superior Room (Include unlimited Internet access only)** | **S$282.48** |
| **Deluxe Room (Include unlimited Internet access only)** | **S$317.79** |

These group room rates quoted above are in Singapore Dollars, for single occupancy per room per night. The above rates are inclusive of 10% service charge and 7% applicable government taxes.

A room cancelled 48 hours before arrival will be subject to one night room charge, this penalty will be charged to an individual guest’s credit card.

**Check in at 14:00 hours; check out at 12:00 hours.**

**All bookings must be secured by a major credit card.**

**Due to the availability of limited rooms, APT Secretariat may not be able to guarantee hotel reservation and special rates after the closing date of 20 July, 2014.**

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| **Other Hotels**  | **Room Rate****per night** |
| **Holiday Inn Singapore Atrium**317 Outram RdSingapore 169075www.ihg.comTel: +65 6733 0188 | **Please contact the hotel for room rates** |
| **Riverview Hotel**382 Havelock RdSingapore 169629[www.riverview.com.sg](https://exch.aptsec.org/owa/redir.aspx?C=322796eb48384407acb4f1364e34f6b2&URL=http%3a%2f%2fwww.riverview.com.sg)Tel: +65 6732 9922 | **Please contact the hotel for room rates** |
| **Furama RiverFront**405 Havelock RdSingapore 169633[www.furama.com](https://exch.aptsec.org/owa/redir.aspx?C=322796eb48384407acb4f1364e34f6b2&URL=http%3a%2f%2fwww.furama.com)Tel: +65 6333 8898 | **Please contact the hotel for room rates** |
| **Copthorne King's Hotel Singapore**403 Havelock RdSingapore 169632[www.copthornekings.com.sg](https://exch.aptsec.org/owa/redir.aspx?C=322796eb48384407acb4f1364e34f6b2&URL=http%3a%2f%2fwww.copthornekings.com.sg)Tel: +65 6733 0011 | **Please contact the hotel for room rates** |
| **Hotel Miramar Singapore**401 Havelock RdSingapore 169631[www.miramar.com.sg](http://www.miramar.com.sg)Tel: +65 6733 0222 | **Please contact the hotel for room rates** |

**MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE**

Related information about the meeting and meeting documents will be available at the APT Website at: <http://www.aptsec.org/2015-PRF15>

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, regional and international organizations are welcome. You are requested to use the proper document template for your contribution. **The Document template is available from the meeting website.**

Contributions received will be posted on the APT Website prior to the starting of the meeting. **Last date of receipt of your contributions by the APT Secretariat is 27 July 2015. To submit contributions and any information on the documentation, please contact:** **aptpolicy@apt.int**.

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available online.

**WIRELESS LAN**

Internet Access over a wireless network will be available during the meeting. Participants who wish to utilize the wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

# TRANSPORTATION FROM THE AIRPORT TO THE HOTEL AND BACK

1. **Grand Copthorne Waterfront Hotel, Singapore – Hotel Limousine and Coach Transfer**
* Limousine arrival and departure transfer can be arranged at S$90.00 net per vehicle per way.
	+ Midnight surcharge of S$10.00 net per vehicle per way will apply for transfer between 2300hrs – 0700hrs
* 19-seater Coach transfer can be arranged at S$100.00 net per vehicle per way
	+ Midnight surcharge of S$20.00 net per vehicle per way will apply for transfer between 2300hrs – 0700hrs

The Hotel is approximately 25km from Singapore Changi Airport and it takes about 30 minutes by car from Singapore Changi Airport to the hotel.

1. **Public Taxi**
* Public Taxi is readily available at all terminals at Singapore Changi Airport.
	+ All taxis are metered. Fares must be charged according to the taximeter, plus applicable surcharges. More information can be found here: <http://www.taxisingapore.com/taxi-fare/>

**VISA AND IMMIGRATION INFORMATION**

Foreign visitors entering Singapore may be required to have a valid visa. Please refer to the travellers’ information guide at: <http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252>

In case you require supporting document for your visa, please contact IDA at :

Mr. Edwin LOW

Infocomm Development Authority of Singapore (IDA)

Tel: +65 6211 0617

Fax: +65 6659 2407

Email: Edwin\_KF\_LOW@ida.gov.sg

**INSURANCE**

Due to the procedural difficulties and budgetary constraints, APT is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. APT, therefore, requests your administration/organization kindly make necessary arrangements for insurance and medical coverage of participants before travel.

**PRACTICAL INFORMATION**

**About Singapore:**

Located in Southeast Asia, Singapore has a land area of about 710 square kilometres, making her one of the smallest countries in the world and the smallest in the region – hence the moniker “The Little Red Dot”. Although small in size, Singapore commands an enormous presence in the world today with its free trade economy and highly efficient workforce. Also, her strategic location in the region has enabled her to become a central sea port along major shipping routes.

At present, Singapore’s population stands at about 5.5 million people, with English as the main language of instruction, and a mother tongue for each major ethnicity. One of the distinctly Singaporean things one will notice is a ubiquitous collage of cultures. Coming together as a society and living in harmony, there are four major races – namely the Chinese (majority), Malay, Indian and Eurasian. Each community offers a different perspective of life in Singapore in terms of culture, religion, food and language.

Being a multi-racial society, Singapore is as diverse as it is cohesive. With so much to see and do, this is perhaps best experienced through your encounters with the locals. And if you’re feeling nostalgic and looking to discover old world charm, you can explore and experience the island’s key historical landmarks or memorials. You can also embark on a heritage trail and enjoy the sights and sounds at various cultural precincts, notably Chinatown, Little India and Kampong Glam.

For more information about what you can do in Singapore, please visit www.yoursingapore.com.

**Weather**: Singapore experiences warm tropical weather throughout the year. The average temperature in the day is 31˚C (88˚F) and around 24˚C (75˚F) in the evening. The weather over Singapore is expected to be mainly sunny and occasionally windy, interspersed with shower activities, at times heavy and with thunder.

**Time Zone**: GMT + 8 hours.

**Banks & Currency**: The currency used in Singapore is the Singapore Dollar (S$). Money changing services can be found not only at the Singapore Changi Airport but also at most shopping centres and hotels around the island. You can also access the automated teller machines (ATMs) located everywhere in Singapore, that accept most of the main credit cards such as Visa, MasterCard and American Express. The current exchange rate as at 11 June 2015 is US$1 = S$1.35.

**Electricity:** The electrical sockets in Singapore supplies electricity at 220-240 volts and are compatible with type G plug (see pictures below; not drawn to scale).



Note: Universal Adaptors are not provided by organisers/venue.

**CONTACT INFORMATION**

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| **APT Secretariat**Asia-Pacific Telecommunity12/49, Soi 5, Chaeng Watthana Road,Bangkok 10210, ThailandTel: + 66 2 573 0044Fax: +66 2 573 7479 *E-mail:* *aptpolicy@apt.int* | **Infocomm Development Authority of Singapore (IDA)**10 Pasir Panjang Road#10-01Singapore (117438)*Email:* *Edwin\_kf\_low@ida.gov.sg* |