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| **The 1st Meeting of the APT Preparatory Group for WTDC-17 (WTDC17-1)**  2 August 2016, Singapore | | |
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| **The 13th Asia-Pacific Telecommunication and ICT Development Forum (ADF-13)**  3 – 5 August 2016, Singapore | | |
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**INFORMATION FOR PARTICIPANTS**

The 13th Asia-Pacific Telecommunication and ICT Development Forum (ADF-13) will be held from 3 to 5 August 2016 in Singapore immediately after the 1st Meeting of the APT Preparatory Group for WTDC-17 (WTDC17-1) which will be held on 2 August 2016 at the same venue. Both of the events will be hosted by the Infocomm Development Authority of Singapore (IDA), and supported by the Extra Budgetary Contribution from Japan.

The detailed arrangements are as follows:

**MEETING VENUE**

The events will be held at Hotel Jen Tanglin (formerly Traders Hotel), in The Gallery room on Level 2. The contact details of the hotel are as follows:

**Venue: Hotel Jen Tanglin**

Address : 1A Cuscaden Road, Singapore 249716

Telelephone: +65 6738 2222

Facsimile: +65 6831 4314

Website: www.hoteljen.com/tanglin

**PARTICIPATION**

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

**Participation of Non-Members:**  With the discretion of Secretary General, Non-Members can attend the events with “Observer” status by paying Registration Fee of US$100 per person. Please contact the APT Secretariat for the payment methods of the Registration Fees.

The registration fee can be waived for non-member participants from the host country that are supported by IDA.

**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 18 July 2016.**

**HOTEL ACCOMMODATION**

**The Hotel Jen Tanglin, Singapore** is recommended for all participants to stay during the events. Please send the Hotel Reservation form to **Hotel Jen Tanglin, Singapore** at the earliest possible date and no later than **11 July 2016**. The Hotel Reservation Contact is: **Ms Stephanie Chan (stephanie.chan@hoteljen.com)**. Please copy your reservation to the APT Secretariat e-mail address: [aptict@apt.int](mailto:aptict@apt.int).

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| **Room Type** | **Room Rate (Incl. GST)** |
| **Superior Room (Single)** | **S$241.17 nett** |
| **Superior Room (Twin)** | **S$270.71 nett** |

These group room rates quoted above are in Singapore Dollars, for single/twin occupancy per room per night. It includes one (Single) / two (Twin) daily breakfast, complimentary in-room wired Internet and Wi-Fi access. The above rates are inclusive of 10% service fees and 7% applicable government taxes.

**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 31 July 2016.**

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| **Other Hotels** | **Room Rate**  **per night** |
| **Orchard Parade Hotel** | **S$195++** |
| **Orchard Hotel** | **$230++** |

**EVENTS WEBSITE, EVENTS DOCUMENTS AND CONTRIBUTION GUIDELINE**

Related information about the events and events documents will be available at the APT Website at: <http://www.aptsec.org/2016-ADF-13>. Please contact the APT Secretariat for the username and password to access the events documents.

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 events website.**

Contributions received will be posted on the APT Website prior to the starting of the events. **Last date of receipt of your contributions by the APT Secretariat is 15 July 2016. To submit contributions and any information on the documentation, please contact:** [**aptict@apt.int**](mailto:aptict@apt.int).

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

**WIRELESS LAN**

Internet Access over a wireless network will be available during the events. 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

Participants are requested to use public transportation facilities available at the Singapore Changi Airport.

* **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/>

Otherwise, participants may also wish to use the airport transfers offered by Hotel Jen Tanglin which is available for hire at S$90 nett for one way transfers between 0700 to 2300 hrs and S$100 nett for one way transfers between 2300 to 0700 hrs.

The Hotel is approximately 24.km from Singapore Changi Airport and it takes about 30 minutes by car from Singapore Changi Airport to the hotel.

**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**](http://www.yoursingapore.com).

**Weather**: Singapore has a tropical rainforest climate with no dry season. The average maximum daytime temperature in Singapore in August is a hot 30°C (86°F) with high heat & humidity. There are usually 6 hours of bright sunshine each day, which represents 49% of the 12 hours of daylight. The average sea temperature in and around Singapore in August is 29°C (84°F). The average night-time temperature is usually a warm 23°C (73°F).

**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 5 April 2016 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 Telecommunity  12/49, Soi 5, Chaeng Watthana Road,  Bangkok 10210, Thailand  Tel: + 66 2 573 0044  Fax: +66 2 573 7479  *E-mail:* [**aptict@apt.int**](mailto:aptict@apt.int) | **Infocomm Development Authority of Singapore (IDA)**  10 Pasir Panjang Road  #10-01  Singapore (117438)  *Email:* [**Edwin\_kf\_low@ida.gov.sg**](mailto:Edwin_kf_low@ida.gov.sg) |

**MAP OF THE HOTEL**

