



**18<sup>TH</sup> ANNUAL MEETING OF THE  
ASIA-PACIFIC PARLIAMENTARY FORUM  
17 – 22 January 2010, Singapore**

As at 28 December 2009

**SECTION 1  
GENERAL INFORMATION**

**1. Meeting Venue**

The 18<sup>th</sup> Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) will be held at the Suntec Singapore International Convention and Exhibition Centre (Suntec Singapore) from 17 to 22 January 2010.

All meetings of the 18<sup>th</sup> APPF will take place at Suntec Singapore, unless otherwise stated. The details of the conference venue are:

Suntec International Convention and Exhibition Centre (Suntec Singapore)  
1 Raffles Boulevard, Suntec City  
Singapore 039593

Tel : (65) 6337 2888  
Fax : (65) 6825 2222  
Email : sales@suntecsingapore.com  
Website: www.suntecsingapore.com

**2. Official Language**

English is the official working language of the 18<sup>th</sup> APPF Annual Meeting. Delegates and speakers are requested to bring their own interpreters if required. In accordance with APPF practice, five interpretation channels are available for Chinese, Japanese, Korean, Russian and Spanish languages respectively.

English translations of speeches and draft resolutions should be forwarded to the APPF Secretariat in advance, for circulation at the Annual Meeting. Details of the APPF Secretariat are set out in paragraph 4 below.

**3. Official Website**

The official website of the 18<sup>th</sup> APPF Annual Meeting is at **www.18appf.org.sg**. Delegates are encouraged to visit the website regularly for updates.

**4. Registration**

APPF Members and Observers are kindly requested to download the Delegate Registration Form from the conference website (www.18appf.org.sg) and send in the completed Form *no later than 30 October 2009* to the following address:

18<sup>th</sup> APPF Secretariat  
 Parliament of Singapore  
 1 Parliament Place  
 Singapore 178880

Tel : (65) 6332 6666  
 Fax : (65) 6332 5526  
 Email : 18appf@parl.gov.sg

## 5. Accommodation

The recommended official accommodation hotels for delegates of the 18<sup>th</sup> APPF Annual Meeting are the Pan Pacific Hotel and the Conrad Centennial Hotel. The official hotels are located within walking distance (not more than 10 minutes) from the meeting venue at Suntec Singapore.

A block booking has been made at the official hotels for all APPF delegates and special room rates have been negotiated. The room rates and room categories are as follows:

<b>PAN PACIFIC SINGAPORE</b>			
7 Raffles Boulevard, Marina Square, Singapore 039595			
Website: <a href="http://www.panpacific.com">www.panpacific.com</a>			
Room Category	Cost Per Room Per Night*		Breakfast
	Single	Twin/Double	
Deluxe Room	S\$260++	S\$290++	Incl of Breakfast
Deluxe Balcony Room	S\$300++	S\$320++	Incl of Breakfast
Executive Business Room	S\$330++	S\$380++	Incl of Business Floor Privileges
Pacific Club Room	S\$430++	S\$490++	Incl of Pacific Club Privileges
Executive Business Suite	S\$550++	S\$600++	Incl of Pacific Club Privileges
Pacific Club Suite	S\$800++	S\$860++	Incl of Pacific Club Privileges

\* Rates are subject to 10% service charge and 7% Goods & Services Tax (GST).

<b>CONRAD CENTENNIAL SINGAPORE</b>			
2 Temasek Boulevard, Singapore 038982			
Website: <a href="http://singapore.conradmeetings.com">singapore.conradmeetings.com</a>			
Room Category	Cost Per Room Per Night*		Breakfast
	Single	Twin/Double	
Classic Room	S\$280++	S\$300++	Incl of Breakfast
Business Floor Room	S\$330++	S\$330++	Incl of Business Floor Privileges
Executive Floor Room	S\$380++	S\$380++	Incl of Executive Floor Privileges
Centennial Suite	S\$550++	S\$550++	Incl of Executive Floor Privileges
Executive Suite	S\$750++	S\$750++	Incl of Executive Floor Privileges

\* Rates are subject to 10% service charge and 7% Goods & Services Tax (GST).

**Delegates should arrange their accommodation with the appointed accommodation bureau, Orient Explorer (S) Pte Ltd.** Please download the Hotel Reservation Form from the conference website ([www.18appf.org.sg](http://www.18appf.org.sg)) and send it to Orient Explorer Pte Ltd by **30 October 2009**.

For accommodation enquiries and bookings, please contact the appointed accommodation bureau:

Orient Explorer (S) Pte Ltd  
17 Jalan Mesin #04-01  
Lee Hwa Industrial Building  
Singapore 368801

Person-in-charge: Ms Jeron Ong  
Tel : (65) 6339 8687  
Fax : (65) 6339 9536 / 6339 3731  
Email : jeron@orient-explorer.com

All accommodation charges are on the delegates' own account. Delegates are kindly requested to settle their bills with the Hotels directly before departure.

Delegates are urged to make their bookings early to secure their accommodation. Please note that delegates staying in non-official hotels will have to arrange for their own transport to the venues specified in the Conference Programme.

## **6. Draft Resolutions/ Documents**

Draft resolutions from APPF member countries should be submitted to the APPF Secretariat no later than **30 October 2009**. Draft resolutions that are submitted late will be referred to the Executive Committee for consideration of their inclusion in the agenda. Draft resolutions submitted after the Executive Committee Meeting will not be taken up for consideration at the 18<sup>th</sup> APPF Meeting but will be submitted to the next APPF Meeting.

Draft resolutions can be submitted to the APPF Secretariat by email at **18appf@parl.gov.sg**.

## **7. Arrival and Departure**

To facilitate transport for the arrival and departure of delegates, all delegates are kindly requested to provide timely and accurate flight information. Should any changes thereon occur, please notify your delegation's Liaison Officer of such changes at the earliest opportunity. Transportation for arrival and departure will only be provided from **16 to 22 January 2010** for delegates staying at the two official hotels, Pan Pacific Hotel and the Conrad Centennial Hotel.

The Liaison Officer will advise the delegates of the time to assemble at the Hotel Lobby on the day of the departure.

## **8. Luggage**

Luggage tags will be sent to all delegates, secretaries and accompanying persons beforehand. Delegates should attach these tags to their luggage to facilitate identification

and speedy clearance of their luggage. The respective delegation secretaries will be responsible for the proper collection of their delegates' luggage after arrival into, and before departure from, Singapore.

## **9. Identification Badges**

All delegates, secretaries and accompanying persons will be issued with identification badges. They are requested to wear these badges throughout the conference period for purposes of security and identification.

Delegations of APPF Members and Observers are also requested to submit colour photographs (in jpg format not exceeding 200KB per photo) of their delegates, secretaries and accompanying persons, via email to **18appf@parl.gov.sg** .

The identification badges are colour coded as follows:

<b>Category</b>	<b>Colour</b>
Leaders of Delegations	Red
APPF Member Delegations	Blue
Observer Delegations	Green
Delegation Secretaries	Purple
Accompanying Persons	Black
Conference Secretariat Officials	Gold
Media	Pink
Liaison Officers	Brown

## **10. Meals and Receptions**

All officially-hosted delegates are cordially invited to the receptions and events indicated in the Conference Programme.

Meals (excluding alcoholic beverages) will be provided for delegates at venues specified in the Conference Programme. Delegates wishing to make other meal arrangements will meet the cost themselves.

## **11. Transportation**

Transportation for official functions will only be provided from the two official hotels, Pan Pacific Hotel and Conrad Centennial Hotel, for the duration of the 18<sup>th</sup> APPF Annual Meeting. Personal transportation can be arranged with the hotel's concierge at the delegate's own account.

Delegates staying in non-official hotels will have to arrange for their own transport to the venues specified in the Conference Programme.

**12. Liaison Officers**

A Liaison Officer will be assigned to each APPF Delegation.

**13. Visa Requirements**

All delegates, secretaries and accompanying persons must have valid passports to enter Singapore. For countries where entry visas are required, delegates are requested to contact the Singapore Embassy/Consulate in, or accredited to, their countries to obtain the necessary visas.

**14. Contact Details**

The contact details of the Parliament of Singapore are as follows:

Parliament of Singapore  
1 Parliament Place  
Singapore 178880

Tel : (65) 6332 6666  
Fax : (65) 6332 5526  
Website : [www.parl.gov.sg](http://www.parl.gov.sg)  
Email : [parl@parl.gov.sg](mailto:parl@parl.gov.sg)

For 18<sup>th</sup> APPF matters, please email to: **[18appf@parl.gov.sg](mailto:18appf@parl.gov.sg)**

## **SECTION 2 CONFERENCE FACILITIES**

### **1. APPF Secretariat**

The APPF Secretariat during the period of the conference will be located at Suntec Singapore, Level 2, Room 207. It will be open from 16 to 22 January 2010, 7.30 am to 7.30 pm.

### **2. APPF Desks**

The APPF Desks are the central information point for APPF delegates. They will be located at Suntec Singapore, Level 2 and at the two official hotels, Pan Pacific Hotel and Conrad Centennial Hotel. More information on the location and opening hours of the APPF Desks will be provided at a later date.

All delegates are kindly requested to register at the APPF Desks. Identification badges and conference bags containing the relevant conference materials will be distributed upon registration.

### **3. Business and Media Centre**

The Business and Media Centre is located at Suntec Singapore, Level 2, Room 204 from 17 to 22 January 2010, 8.30 am to 6.00 pm. There is complimentary internet access and printing services for delegates at this Centre. Internet connections made through hotel rooms will be at the delegate's own expense.

Media and journalists wishing to cover the 18<sup>th</sup> APPF Annual Meeting are kindly requested to register in advance with the APPF Secretariat.

### **4. Bilateral Meeting Room**

Delegations who like to book bilateral meeting rooms should make their request at the APPF Desks. Booking should only be made when parties to the meeting have agreed on a suitable time.

### **5. First Aid Services**

First-aid supplies will be available during the conference. All other medical facilities and prescriptions will be at the delegates' own expense.