

General Information

Meeting Location & Contact Information

Mandarin Orchard Hotel

Tel: (65) 6737 4411

Fax: (65) 6732 2361

Email: orchard@meritushotels.com

Address: 333 Orchard Road, Singapore 238867

Nearest MRT station: Somerset (NS23)

Mandarin Orchard Hotel



Important Contact

Emergency

Police: 999

Fire Brigade: 995

Ambulance: 995

Flight Information: 1800 542 4422

Tourist Hotline: 1 800 736 2000

Local Directory Assistance: 100

Dial a Cab

Comfort & City Cab: (65) 6552 1111

SMRT: (65) 6555 8888

Premier: (65) 6363 6888

SMART: (65) 6485 7777

Limousine Cab: (65) 6535 3534

TransCab: (65) 6555 3333

Credit cards

American Express: 1800 295 0500

Master Card: 1800 110 0113

Diners Club: (65) 6416 0900

VISA: 1800 448 1250

Conference Registration

Monday, 5 August, 4.00 pm – 7.00 pm
Venue: Meeting Room 835 (Level 8)

Tuesday, 6 August and Wednesday, 7 August, 9.00 am – 6.00 pm
Venue: Mandarin Ballroom I Foyer (Level 6)

Thursday, 8 August, 9.00 am – 10.00 am
Venue: Mandarin Ballroom I Foyer (Level 6)

All participants are expected to register and collect their conference package prior to attending the conference. A name tag will be provided upon registration and will serve as the official pass to sessions, coffee breaks, lunches and other official functions. A dinner invitation card will also be issued to conference participants who are entitled to attend the Dinner.

Conference Dinner *(for paying participants only)*

Date: Tuesday, 6 August 2013
Time: 7.00 pm – 10.00 pm
Venue: Mandarin Orchard Hotel, Mandarin Grand Ballroom (Level 6)

Daily Tea Reception & Lunch Buffet

Morning tea on 6 and 7 August will be served at Mandarin Ballrooms (Level 6).
Morning tea on 8 August will be served inside the Meeting Rooms (Level 8).
Afternoon tea will be served daily inside the Meeting Rooms (Level 8)
Lunch will be served daily at Mandarin Ballrooms (Level 6).

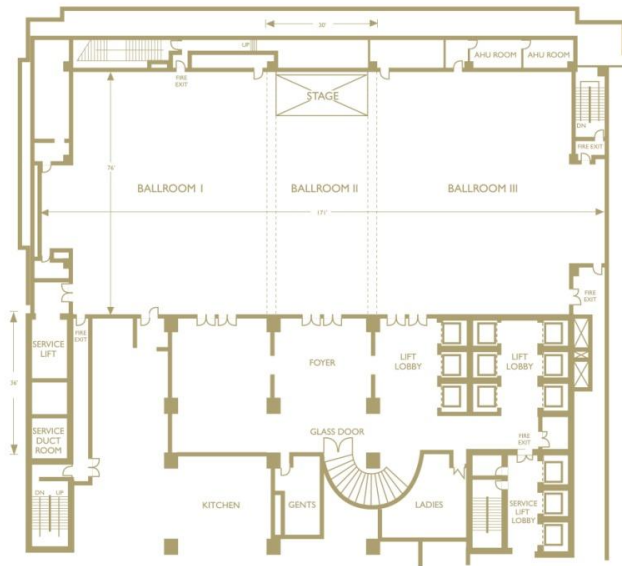
Date	Morning Tea	Lunch	Afternoon Tea
Tuesday, 6 August	Mandarin Ballrooms (Level 6)	Mandarin Ballrooms (Level 6)	Inside Meeting Rooms (Level 8)
Wednesday, 7 August			
Thursday, 8 August	Inside Meeting Rooms (Level 8)		End of Programme

Conference Rooms and Floor Plan

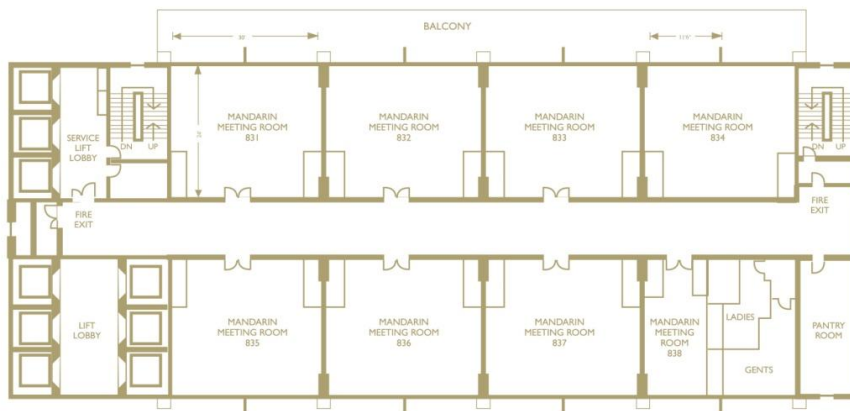
The opening session and plenary sessions will be held at the Mandarin Ballroom I (Level 6).

All invited and contributed sessions will be held at Mandarin Ballroom I (Level 6) and Meeting Room 831 – 837 (Level 8).

Mandarin Ballrooms (Level 6)



Mandarin Meeting Rooms (Level 8)



Uploading of Presentation – Service Station and Hours

Paper presenters are to upload PowerPoint slides to the laptops provided in the meeting rooms 10 minutes before their scheduled presentations. Laptops are able to accept thumb drive, CD-R and CD-RW.

Information & Assistance

Visit the Help Desk located outside Mandarin Ballroom I Foyer (Level 6).

Personal Message Board

If you wish to get in touch with fellow delegates, please leave your message on the Personal Message Board located at the Help Desk outside Mandarin Ballroom I Foyer.

Internet Access

Wireless internet access within the hotel area is chargeable. Please contact the Hotel Business Centre.

Travel & Tour

Tour information is available at the hotel reception.

Electricity and Plug

Electricity in Singapore is 230 Volts, alternating at 50 cycles per second. If you travel to Singapore with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. Outlets in Singapore generally accept 1 type of plug, having two parallel flat pins with ground pin shown on the right. If your appliances plug has a different shape, you may need a plug adapter. Depending on how much you plan to travel in the future, it may be worthwhile to get a combination voltage converter and plug adapter.

Singapore plug adapters: the grounded plug adapter WA-7 and the ungrounded plug adapter #5. These are the recommended wall outlet plug adapters for Singapore.