

ADMINISTRATIVE NOTES

The International FORUM on Development Service (FORUM) and the Singapore International Foundation (SIF) warmly welcome all delegates of the International Volunteer Cooperation Organisations (IVCO) 2010 conference, held for the first time in Singapore at the Furama City Centre Hotel, Sunday, 3 October 2010 to Wednesday, 6 October 2010.

1. CONFERENCE PROGRAMME

Please refer to the conference programme booklet in your delegate conference pack for details.

Please plan to arrive at the Conference Venue at 8.30am each morning of 4 – 6 October. Coffee and Tea will be served. Programme starts promptly at 8.45am.

Some programme highlights include:

- i. Mapping & Learning from the Asian Experience
- ii. Emerging Issues in International Volunteerism – Youth Development
- iii. Innovative Approaches to Addressing Climate Change

Please also refer to section 6 for the various social events in the programme.

2. IVCO 2010 FORUM CONTACTS

For the duration of the conference, should you have any enquiries on the conference programme or the social programmes, please contact:

IVCO 2010 Conference Secretariat

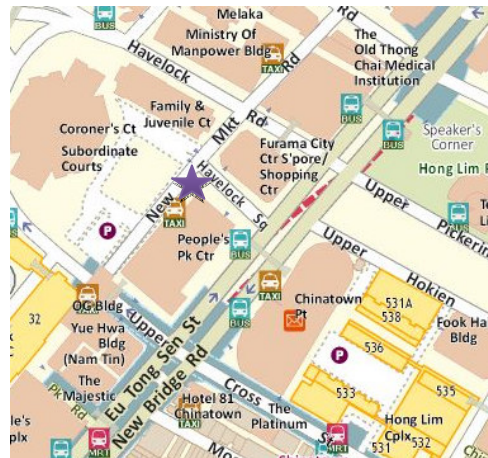
Contact No: (+65) 9088 0197

3. CONFERENCE VENUE

All conference proceedings will be held at:

Furama City Centre Hotel
Ballroom 1, Level 5
60 Eu Tong Sen Street
Singapore 059804
Telephone number: (+65) 6533 3888

Furama City Centre Hotel is centrally located in vibrant Chinatown and at the fringe of the Central Business District (CBD). The hotel is within easy access of the Chinatown MRT (local train service) station, as well as shopping, food and entertainment. Its central location makes it conveniently accessible to the rest of the island and Singapore Changi Airport is a mere 20-minute drive away.



For more information, please visit the official website at

<http://www.furama.com/citycentre/>

4. GETTING AROUND SINGAPORE

Getting to the conference venue from Singapore Changi Airport

By Taxi

A taxi ride from the airport to the hotel would take an estimated 25 minutes and cost an estimated S\$20; surcharges apply for peak hour travel.

By MRT (local train service)

Board the train on the East-West Line (Green) from Changi Airport station at Terminal 2 or Terminal 3, transfer trains at Tanah Merah station and subsequently alight at Outram Park station. From there, transfer to the North-East Line (Purple) and alight at Chinatown station. The journey would take approximately an hour and cost an estimated S\$3.

By Airport Shuttle

The Airport Shuttle Service serves most hotels in Singapore. Please approach the Ground Transport Desk at the Arrival Halls. This service costs S\$9 and operates every 15 minutes. The journey takes approximately 45 minutes to an hour.

5. REGISTRATION

Delegates are encouraged to register their attendance for the conference and collect their delegate conference pack *prior* to the start of the conference. Please visit:

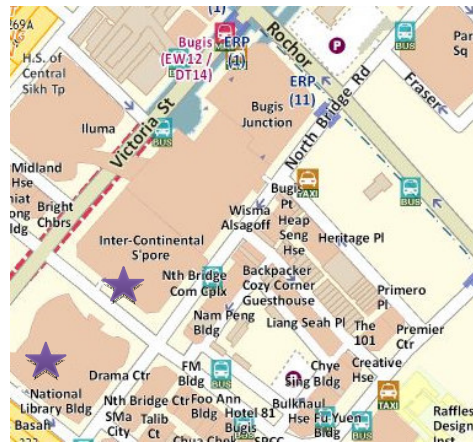
IVCO Registration Desk	3 rd October 2010	4 th October 2010
Opening hours	11.00am to 6.00pm	8.00am to 9.00am
Venue	Outside the Heritage Room on level 2	Outside Ballroom 1 on level 5

6. SOCIAL PROGRAMME

6.1 IVCO Networking Dinner

The IVCO Networking Dinner will be held on Sunday, 3 October 2010, 6.30pm at The Pod at the National Library Building (100 Victoria Street, Level 16, Singapore 188064). The Registration Desk will be located at the ground floor, across from the Information Counter. The dress code is Smart Casual.

A coach will transport delegates from Furama City Centre Hotel to The Pod. Please be ready at the lobby at level 1 of Furama City Centre Hotel by **5.45pm**. For delegates making their own way to the venue, the National Library Building is a 5-minute walk away from Bugis MRT (local train) station (East-West line) or a 10-minute walk away from City Hall MRT station (interchange).



6.2 SIF Partner Appreciation Dinner

The SIF warmly invites conference delegates to its annual SIF Partner Appreciation Dinner on Tuesday, 5 October 2010, 6.00pm at the InterContinental Hotel Singapore. The dress code is National or Ethnic dress. Alternatively, you may dress in Smart Casual.

A coach will transport delegates from Furama City Centre Hotel to InterContinental Singapore. Please be ready at the lobby at level 1 of Furama City Centre Hotel by **5.15pm**.



6.3 Of Dali, Barley & Hadhramis™ - A Clarke Quay Historical Pub Walk

The SIF is happy to host conference delegates to a historical pub walk. Join us and take the edge off after a busy Day 2 of conference discussions. The tour will be conducted on Monday, 4 October 2010 from 6.30pm to 8.00pm.

The tour brings you on a walk behind the surreal, glitzy façade of Clarke Quay. Visit icons such as the Ice House, Tongkang (traditional river boat), Guardian of the River, Coleman & Read Bridges, and end off at Marrakesh, where participants will enjoy discounts on selected drinks.

Please meet at 6.00pm at the foyer of Ballroom 1 at the Furama City Centre Hotel, immediately after the World Café.

7. OPTIONAL TOURS

First time visitors to Singapore may wish to consider the following optional tours:

7.1 Captain Explorer DUKW Tour + Singapore Flyer

This tour will be conducted on Sunday, 3 October 2010 from 1.00pm to 4.00pm. The Captain Explorer DUKW takes you on a 60-minute amphibious adventure both on land and at sea. It starts off with a drive around the city landmarks like the Esplanade, Padang, Supreme Court, City Hall, War Memorial and splashes down the water for a different experience. This is followed by a 37-minute 'flight' on the Singapore Flyer to take in the breathtaking, panoramic views of Singapore and beyond.

7.2 Sentosa Island Tour

This tour will be conducted on Wednesday, 6 October 2010 from 3.30pm to 8.45pm. Visit the Underwater World, one of the largest oceanarium, for a spectacular view of marine life and enjoy the view from the Tiger Sky Tower, Singapore's tallest observation tower at 131m above sea level. Finally, visit the "Songs of the Sea" for a spectacular synchronized display of pyrotechnics, laser and music by the beach.

7.3 Cruise on Cheng Ho Imperial Cruises

This tour will be conducted on Wednesday, 6 October 2010 from 3.00pm to 5.30pm. The cruise includes a short stopover where you can go for a tour on

the Southern Paradise Island also known as Turtle Island or Kusu Island to visit an ancient Chinese temple, a terrapin sanctuary and a Malay shrine. During the ninth lunar month, the temple attracts thousands of pilgrims praying for good health, fertility and a peaceful life.

Interested delegates can make payment for Captain Explorer DUKW Tour + Singapore Flyer at the start of the tour and payment for the tours to Sentosa and the Cruise on 6 October 2010 is to be made at the Tour Desk located at Level 1 of Furama City Centre Hotel by Monday, 4 October 2010, 5pm.

8. DRESS CODE

IVCO 2010 Conference (3 – 6 October 2010):	Business attire
IVCO Networking Dinner (3 October 2010):	Smart Casual
SIF Partner Appreciation Dinner (5 October 2010):	National/Ethnic dress

9. SPECIAL DIETS

- i. Food served during the conference contains **no pork or lard**, but is not Halal Certified.
- ii. Wine will be served at social events.
- iii. Special requests have been noted and will be catered to as far as possible.

10. PLACES WITH HALAL FOOD NEAR FURAMA CITY CENTRE

Please approach the IVCO 2010 Conference Secretariat for more information on Halal certified establishments.

11. GENERAL INFORMATION ON SINGAPORE

Located at the southern tip of the Malay Peninsula, Singapore is made up of one main island with 63 surrounding islets. The main island has a total land area of about 710 square kilometres.

Situated at the crossroads of the world, Singapore has the world's busiest container port and has an airport served by over 80 airlines, linking to more than 180 cities in over 50 countries. Singapore's strategic location, excellent facilities, fascinating cultural contrasts and tourist attractions contribute to its success as a leading destination for both business and pleasure.

11.1 Weather

The island is warm and humid all year round, with only slight variations between the average maximum of 31°C and minimum of 23°C. The daily average relative humidity is 84.4 per cent. Rain falls throughout the year, and increasingly wet weather is observed from October, peaking in December. During the i

inter-monsoon period in October, surface winds remain mostly light with afternoon thundery showers contributing to most of the rainfall.

For more information on the weather in Singapore, visit Meteorological Services, National Environment Agency of Singapore website at http://app2.nea.gov.sg/topics_met.aspx

11.2 Money

The currency in Singapore is the **Singapore Dollar (SGD or S\$)**. As at 16 September 2010, US\$1 converts approximately to S\$1.35. One Euro converts approximately to S\$1.75. Money changers are available at the Changi International Airport and around Chinatown, Clarke Quay and Singapore's Financial District which are all a 5-minute walk from the Furama City Centre hotel.

Major currencies such as the USD, Australian Dollars, Japanese Yen and British Pound are also widely accepted in most major departmental stores. There is also no restriction on the amount of currency you can bring into Singapore. However, if you carry S\$30,000 or more in cash (or its equivalent in any other currency), you will need to declare it when entering Singapore.

Here are a few money changers in the conference vicinity:

<p>Abdul Kader and Sons Money Changer People's Park Complex #01-K95C, 1 Park Road Singapore 059108</p> <p>Telephone: (+65) 6536 5332 Opening Hours: 10.30am – 8.30pm (Daily)</p>	<p>Golden Dragon Money Changer (People's Park Centre) People's Park Centre #01-26, 101 Upper Cross Street Singapore 058357</p> <p>Telephone: (+65) 6534 4666 Opening Hours: 10am – 6pm (Monday to Saturday) 12pm – 6pm (Sunday)</p>
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11.3 Time

Singapore is eight hours ahead of Greenwich Mean Time (GMT). It lies in the same time zone as Malaysia, Hong Kong, and Perth in Western Australia. Singapore is 12 hours ahead of Eastern Daylight Time (US).

11.4 Language

English is the lingua franca in Singapore though English, Mandarin, Malay and Tamil serve as official languages. You will notice a wide variety of Asian languages being spoken on the streets due to the presence of various ethnic communities in Singapore. Signs and instructions across the island are in English.

11.5 Electricity and Water

Singapore's power supply is 220/240 volts, 50Hz 1, 3 phases, 2, 4 wires. You are encouraged to bring multi-purpose travelling adaptors to be able to use your electrical appliances.

It is perfectly safe to drink water directly from the tap in Singapore. However should you prefer bottled or mineral water, you can easily purchase them from a supermarket or convenience store around your hotel.

12. USEFUL PHONE NUMBERS

Police:	999
Emergencies/Ambulance/Fire Brigade:	995

Taxi Booking Numbers (advance taxi booking surcharges apply):

Comfort Citycab:	(+65) 6552 1111
Comfort Premier Cabs:	(+65) 6552 2828
Premier Taxis:	(+65) 6363 6888
SMRT Taxis Skytrek Bookings/Premier Cabs:	(+65) 6555 8888

13. SMOKING

Smoking is not permitted in most areas in Singapore such as enclosed areas (museums, public transport, elevators (lifts), shopping malls and night spots), as well as within five metres of most building entrances except for smoking areas marked with bright yellow painted boxes.

A fine of up to S\$1000 may be imposed on offenders.

14. TAXES

There is a 7% Goods and Services Tax (GST) on all purchases and services. However, at locations with the “Tax Refund” logo, tax refunds can be claimed at the Changi Airport when you leave Singapore. For more information, please contact the following two agencies.

Global Refund 24-hour Hotline: (+65) 6225 6238 Email: taxfree@sg.globalrefund.com www.globalrefund.com	Premier Tax Free 24-hour Hotline: (+65) 1800 829 3733 Email: info@sg.premiertaxfree.com www.premiertaxfree.com
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15. MEDICAL AND DENTAL FACILITIES

There is no in-house doctor at the Furama City Centre Hotel. In the event that you require consultation, the hotel concierge can arrange for an outpatient service/doctor from Raffles Medical to come to your guest room for consultation at a fee. The nearest Accident & Emergency facility is at the Singapore General Hospital (SGH), which is 15 minutes away by bus and 7 minutes by taxi.

Please note that all medical costs will be borne by the delegates and you are strongly encouraged to obtain travel insurance coverage prior to your trip.

For further assistance, please contact the IVCO 2010 Conference Secretariat.

16. NEARBY ATTRACTIONS

Chinatown

The heart of Chinatown is a bustling, colourful mix of old and new, from family-run goldsmiths and medicine halls to textile stores and dim sum restaurants. Start at the impressive Chinatown Heritage Centre to get a cultural introduction of this neighbourhood. Housed in three beautifully restored shop houses along Pagoda Street, you'll get to learn about Chinatown's social history and development via photographs, recorded oral interviews and exhibits, allowing you to retrace the journeys made by Singapore's earliest Chinese migrants.



There are also several prominent religious landmarks in the area and you might be surprised to see that there are also Hindu temples and mosques among them. Both the Sri Mariamman Temple and Jamae Mosque on South Bridge Road are among the oldest places of worship in Singapore, while a little further on down the road, you can also find the visually stunning Buddha Tooth Relic Temple, which reputedly contains a tooth of the Buddha.



When it gets dark, enjoy alfresco dining at the Chinatown Food Street (Smith Street), where you will be able to find all the best local dishes.

Clarke Quay

Lying near the mouth of the Singapore River, the site of Clarke Quay was the centre of commerce during the late 19th century. Today, Clarke Quay is still buzzing with life and activity. The waterfront go-downs now play host to a colourful kaleidoscope of restaurants, wine bars, entertainment spots and retail shops. The bustling market atmosphere of bygone days comes alive amid the rows of charming shop houses, pushcarts, and five-foot-way merchants.



For more information, please visit <http://www.clarkequay.com.sg/>

17. SHOPPING

There are various shopping belts in Singapore, with Orchard Road being the premier shopping district. Other areas such as Chinatown, Bugis Street, Arab Street, Little India, Holland Village and Katong are all easily accessible by public transport.

For more information, visit <http://app.www.sg/where/13/Shopping.aspx>



18. EVENTS AND FESTIVALS

You may wish to plan an early arrival into Singapore for the following major events and festivals.

Singapore Grand Prix – 24 to 26 September 2010

Gear up for a night street race like no other as the 2010 FORMULA 1 SINGTEL SINGAPORE GRAND PRIX – the world's first Formula One night race – returns from 24 to 26 September 2010. There is no better time to be in this city which will be bursting with exciting parties, exhilarating race-themed events and enriching arts and cultural experiences, topped off with an Asian touch. For your Singapore experience to be full of high-octane action and glamour, book your tickets now!



For more information on the Singapore Grand Prix, visit <http://www.singaporegp.sg>

Mid-Autumn Festival – 11 September to 10 October 2010

Cakes shaped like the moon. Lanterns adorned with Chinese sigils. These are just some of the interesting things



you'll get to see during the Mid-Autumn Festival in Singapore. Find out more about this ancient Chinese festival at Singapore Kopitiam (<http://www.singaporekopitiam.sg/>).

For more information on Singapore, visit <http://www.yoursingapore.com>