INFORMATION CIRCULAR

The 24th Commonwealth Parliamentary Seminar will be held in Singapore at the Singapore Parliament House from 27 May to 1 June 2013. We look forward to welcoming you to Singapore and to your participation in the Seminar.

1 SEMINAR PROGRAMME

We have attached the draft programme of the Seminar for your reference. The final programme will be forwarded to you in due course.

2 REGISTRATION AND DOCUMENTS

There are three forms for your completion. These forms are available on the CPA website at http://www.cpahq.org and are as follows:

i. Acceptance of invitation form (to be returned by 15 March 2013)
ii. Biographical details form (to be returned by 15 March 2013)
iii. Contact details and accommodation requirement form (to be returned by 15 March 2013)
iv. Registration and travel details form (to be returned by 8 April 2013)

Please return the completed forms to 24thCPASeminar@parl.gov.sg by the stipulated dates.

Your documentation kit will be provided to you when you check in at the official hotel, Swissotel Merchant Court Hotel. Seminar documents, for example the presentation materials, will be made available to you at the Seminar venue.

3 OPENING CEREMONY

The Opening Ceremony and all sessions of the Seminar will be held at Singapore Parliament House, starting from 28 May 2013 (Tuesday).

4 WELCOME RECEPTION

There is a reception for all delegates on 27 May 2013 (Monday) at 6:00pm at the Swissotel Merchant Court Hotel. We look forward to welcoming you then.
5  TRAVELLERS’ INFORMATION

All international flights will arrive into and depart from Changi Airport Singapore.

6  ACCOMMODATION

Delegates will be staying at the:

Swissotel Merchant Court Hotel
20 Merchant Road
Singapore 058281
Tel: +65 6337 2288
Fax: +65 6334 0606
Website: singapore-merchantcourt@swissotel.com

CPA Singapore Branch and the CPA Secretariat will pay for the cost of accommodation in a single-occupancy Swiss Business Advantage room for the nights of 27 May 2013 (Monday) through to 31 May 2013 (Friday). Delegates shall be responsible for the cost of hotel rooms for additional nights, outside the official seminar dates. Delegates will also be responsible for the payment of all room incidentals such as room service meals, bar tabs, overseas telephone calls/faxes, laundry and other general expenses incurred.

Upon checking in at Swissotel Merchant Court Hotel, a credit card imprint will be retained by the Hotel. In the absence of a credit card, delegates are required to pay a cash deposit of S$100 to be held against delegates’ personal accounts for additional nights’ hotel charges as well as incidental charges. The hotel accepts all major credit cards.

Delegates are requested to settle accounts at the Hotel before departure and are reminded to check the status of their personal accounts regularly. The CPA Singapore Branch is unable to guarantee delegates’ personal accounts under any circumstances.

Those who wish to arrive before or depart later than the official seminar dates should ensure that appropriate reservations are made with the Hotel as soon as possible through the CPA Singapore Branch. Please be advised that the hotel rates per night will be: S$325 for a single-occupancy room and S$355 for a double-occupancy room (all taxes included).

For queries related to accommodation at the Swissotel Merchant Court Hotel, delegates are requested to contact the CPA Singapore Branch rather than contacting the Hotel directly.

7  MEALS

Delegates will be the guests of the CPA Singapore Branch. Meals that are provided for by the CPA Secretariat and the CPA Singapore Branch are listed in the Seminar’s official programme. Breakfast must be taken in the designated Hotel dining room.

All other meals, including room service meals, taken at the Hotel will be charged to the delegate’s personal account. The cost of items consumed from the mini bar in the hotel room will be borne by the delegate concerned.
8 TRANSPORT

Between Airport and Hotel

The CPA Singapore Branch will provide ground transportation by shuttle buses for delegates arriving at and departing from Singapore’s Changi Airport.

This transportation will be available from 27 May 2013 to 1 June 2013. Staff from the CPA Singapore Branch bearing the CPA Singapore Branch logo will meet you on arrival at the Airport. Please ensure that all arrival and departure information has been received by the CPA Singapore Branch by 8 April 2013.

Delegates arriving before or departing after the dates of the Seminar must make transportation arrangements at their own expense.

Between Hotel, Seminar and Hospitality Venues

All sessions of the Seminar will take place at Singapore Parliament House. Transportation by shuttle bus will be provided between Swissotel Merchant Court Hotel and the Seminar venue, as well as to hospitality events listed in the official programme.

Expenses for transportation arrangements made outside the official programme will be borne by the delegates.

9 ACCOMPANYING PERSONS

There will not be any programme for accompanying persons. However, delegates wishing to travel to the Host country with an accompanying person (spouses or officials) will incur additional costs for meals and entertainment for which an additional fee of S$350 will be payable to the CPA Singapore Branch upon arrival at Singapore.

Please note that this fee does not include additional accommodation charges for the accompanying persons. The CPA Singapore Branch will make bookings for extra rooms or double-occupancy of a room at the Swissotel Merchant Court Hotel. However, the extra cost of accommodation will be borne by the delegates or their accompanying persons.

CPA Singapore Branch and the CPA Secretariat will pay for the cost of accommodation in a single-occupancy Swiss Business Advantage room for the nights of 27 May 2013 (Monday) through to 31 May 2013 (Friday). Should delegates require a double-occupancy Swiss Business Advantage room during the official Seminar dates, they will have to pay an extra S$30 per night (breakfast and all taxes included). Outside the official Seminar dates or for extra rooms, delegates will have to pay S$325 for a single-occupancy Swiss Business Advantage room and S$355 for a double-occupancy Swiss Business Advantage room. Please advise the CPA Singapore Branch as soon as possible if you would like the CPA Singapore Branch to book extra rooms for accompanying persons at the Hotel.
10 HEALTH AND TRAVEL INSURANCE

Delegates are strongly advised to take out appropriate travel and medical insurance. The CPA Singapore Branch cannot be responsible for any loss of luggage, currency or personal effects. Delegates are responsible for their own baggage, money and personal effects. The Hotel manager will be happy to safeguard your valuables.

11 ENTRY REQUIREMENTS / VISAS

It is the responsibility of delegates to check whether or not visas are required for entry into Singapore. Please note that the CPA Singapore Branch will not be able to assist with visa applications. However, delegates who require a letter to support their visa application should let the CPA Singapore Branch know.

It is also necessary to have a passport valid for travel for six months or more, a return ticket and, for delegates who have been in or passed through any country endemic with yellow fever, a valid yellow fever vaccination certificate is required.

For more details, delegates may wish to refer to the Singapore entry requirements online at http://www.ica.gov.sg/index.aspx or contact their nearest High Commission to make the necessary arrangements.

12 CLIMATE AND DRESS CODE

The average temperature in Singapore for the month of May is between 30°C and 33°C. Humidity is high at an average of about 85%. Light cotton clothing is recommended for daylight hours, as well as some warm clothing for the evenings and for windy or rainy days. National dress or business attire will be suitable for all occasions during the Seminar.

13 TELEPHONE CODE

The international country code for Singapore is +65.