



# **Asia-Pacific Economic Cooperation**

## **45<sup>th</sup> Meeting of APEC Expert Group on Energy Efficiency & Conservation (EGEE&C) and Related Workshops**

**Information for Participants**

**SINGAPORE  
23 – 26 MARCH 2015**

## 1. Introduction

This information guide presents the schedule and other relevant information for the 45<sup>th</sup> Meeting of APEC Expert Group on Energy Efficiency & Conservation (EGEE&C) and Related Workshops to be held in Singapore on the 23-26 March 2015.

## 2. Schedule of Events

Day	AM	PM	Evening
Monday, 23 March	Asia Pacific Energy Research Centre (APEREC) Energy Efficiency Policy Workshop		-
Tuesday, 24 March	APEC Workshop on Vehicle Fuel Efficiency Labelling Schemes		Welcome Dinner for 45 <sup>th</sup> APEC EGEE&C Meeting
Wednesday, 25 March	45 <sup>th</sup> APEC EGEE&C Meeting		-
Thursday, 26 March	45 <sup>th</sup> APEC EGEE&C Meeting ( <i>continued</i> )	Visit to Singapore District Cooling (SDC) plant at Marina Bay and Gardens by the Bay	-

## 3. Meeting Registration

The registrations forms for the 45<sup>th</sup> APEC EGEE&C Meeting and Workshops can be downloaded from the APEC EGEE&C website at: <http://www.egeec.apec.org/event-holder/45th-meeting-of-apec-egeec/>

For more details, participants may wish to contact Ms Mary Reardon at [Mary.Reardon@eeca.govt.nz](mailto:Mary.Reardon@eeca.govt.nz)

## 4. Event Venue and Accommodation

The APEC EGEE&C 45<sup>th</sup> Meeting and related Workshops will be held at Concorde Hotel Singapore. The address of the meeting venue is:

### Concorde Hotel Singapore

100 Orchard Road, Singapore 238840

It is recommended that delegates stay at the same venue for convenience. Preferential room rates offered at Concorde Hotel Singapore are as follow:

	Single Occupancy	Twin/Double Occupancy
<b>Deluxe Room</b>	SGD 230.00++	SGD 245.00++
<b>Executive Room</b>	SGD 250.00++	SGD 265.00++
<b>Premier Suite</b>	SGD 345.00++	SGD 365.00++

*Rates quoted are for per room, per night, and is subject to 10% service charge and 7% Goods & Services Tax. Terms and conditions apply, please see room reservation form for full details.*

To make a room reservation at Concorde Hotel, kindly complete the reservation form enclosed at the back of this document and send it to the following personnel:

KU Weiyun  
Email: [apec\\_egeec@purpleforest.com.sg](mailto:apec_egeec@purpleforest.com.sg)  
Tel: (65) 9669 7647

Amutha Karuppiah  
Email: [Amutha\\_KARUPPIAH@ema.gov.sg](mailto:Amutha_KARUPPIAH@ema.gov.sg)  
Tel: (65) 6376 7655

As rooms are subject to availability, all delegates are strongly encouraged to **send in their reservation requests as soon as possible**.

## 5. Contact Information

Please contact the following representatives for further enquiries:

Laura Christen  
APEC EGEE&C Secretariat  
Email: [Laura.Christen@eeca.govt.nz](mailto:Laura.Christen@eeca.govt.nz)

Latha Ganesh  
Energy Market Authority, Singapore  
Email: [Latha\\_GANESH@ema.gov.sg](mailto:Latha_GANESH@ema.gov.sg)  
Tel: (65) 6376 7580

KU Weiyun  
Email: [apec\\_egeec@purpleforest.com.sg](mailto:apec_egeec@purpleforest.com.sg)  
Tel: (65) 9669 7647

## 6. Entry Requirements for Singapore

All participants are required to possess a passport with at least 6 months validity to enter Singapore. Business visa is required for participants from certain economies to enter Singapore for the purpose of the APEC meetings.

The following table sets out the business visa requirements for various passport holders for entry into Singapore.

### Singapore Business Visa Requirements

Economy	Ordinary Passport	Diplomatic Passport	Official Passport
Australia	Not required	Not required	Not required
Brunei Darussalam	Not required	Not required	Not required
Canada	Not required	Not required	Not required
Chile	Not required	Not required	Not required
People's Republic of China	Required	Not required (unless for a stay of more than 30 days)	Not required (unless for a stay of more than 30 days)

Hong Kong, China*	Not required	Not required	Not required
Indonesia	Not required	Not required	Not required
Japan	Not required	Not required	Not required
Republic of Korea	Not required	Not required	Not required
Malaysia	Not required	Not required	Not required
Mexico	Not required	Not required	Not required
New Zealand	Not required	Not required	Not required
Papua New Guinea	Not required	Not required	Not required
Peru	Not required	Not required	Not required
Philippines	Not required	Not required	Not required
Russia	Required	Not required (unless for a stay of more than 30 days)	Not required (unless for a stay of more than 30 days)
Chinese Taipei	Not required	Not required	Not required
Thailand	Not required	Not required	Not required
United States	Not required	Not required	Not required
Viet Nam	Not required	Not required	Not required

\*Holders of Hong Kong Document of Identity are required to apply for Business Visa for entry into Singapore.

Note: Possession of a visa alone does not guarantee entry into Singapore. Visitors must also meet entry requirements such as holding a valid passport, sufficient funds for the period of stay in Singapore and confirmed onward/return air ticket.

Additional entry requirements may be retrieved from the Singapore Immigration and Checkpoints Authority website:

[http://www.ica.gov.sg/services\\_centre.aspx?pageid=232&secid=20](http://www.ica.gov.sg/services_centre.aspx?pageid=232&secid=20)

Participants can apply for their business visa via their respective Singapore Overseas Missions, or representative offices. Please visit the respective missions' websites for detailed procedures. Alternatively, participants can apply via their trusted partners as specified in the Singapore Immigration and Checkpoints Authority website:

<https://www.psi.gov.sg/NASApp/tmf/TMFServlet?app=SAVE-OVAL&isNew=true&Reload=true>

## 7. Transportation

Singapore has an efficient public transportation network of taxis, buses and the Mass Rapid Transit (MRT) rail system which ensures that getting around is convenient and hassle-free.

In the Singapore Changi Airport, the Ground Transport Desk is a 24-hour counter catered to handle all passengers' transportation requests and queries. It is located in the Arrival Hall of each terminal.

Transportation options available at the Ground Transport Desk include:

- 4-seater Vehicle (\$55 per trip to any destination in Singapore)
- 7-seater Vehicle (\$60 per trip to any destination in Singapore)
- Airport Shuttle Bus (\$9 per passenger to selected downtown hotels. Please check with counter staff for route information)

The counter also acts as an informative counter on all available modes of transport at the airport.

Taxi stands are located outside the Arrival Hall on Level 1 in Terminal 1 and Terminal 3, as well as at the end of the Arrival Hall on Level 1 in Terminal 2 (South Wing). The journey to the city is estimated to cost between \$18.00 and \$38.00 and takes approximately 30 minutes. Fares are metered and there is additional airport surcharge for all trips originating from the airport:

\$5 airport surcharge - 5.00pm to 12.00am (Fridays to Sundays),

\$3 airport surcharge - all other times,

Midnight surcharge of 50% of final metered fare - 12.00am to 6.00am (daily).

Please note that in Singapore it is compulsory to wear seat belts and smoking is not permitted in all taxis.

## **8. General Information**

### **8.1 Singapore**

Singapore is made up of not just one island but a main island with 63 surrounding islets. The main island has a total land area of 682 square km.

Singapore is the busiest port in the world with over 600 shipping lines sending super tankers, container ships and passenger liners to share the busy waters with coastal fishing vessels and wooden lighters.

One of the world's major oil refining and distribution centres, Singapore is a major supplier of electronic components and a leader in shipbuilding and repairing. It has also become one of the most important financial centres of Asia, with more than 130 foreign and local banks. Business dealings are facilitated by Singapore's superb global communications network.

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.

### **8.2 Climate**

Singapore is warm and humid all year round, with only slight variations between the average maximum of 31 degree Celsius and minimum of 23 degrees Celsius. Rain falls throughout the year, with more consistent rain coming during the monsoon season from November to January. Please refer to [www.nea.gov.sg](http://www.nea.gov.sg) for the latest updates on Singapore's weather.

### **8.3 Currency and Banking**

The official currency is the Singapore Dollar (SGD); it is a decimal currency with units in dollars and cents. An online currency converter service is available at <http://forex.asiaone.com.sg>.

Normal bank opening hours are Mondays to Fridays: 1000hrs to 1500hrs; and on Saturdays from 0930hrs to 1300hrs. Most banks are closed on Sundays.

Most banks handle travellers' cheques and foreign currency exchange. However, some banks do not have foreign exchange dealings on Saturdays. Passports are required when cashing in travellers' cheques. A nominal commission may be charged.

Apart from banks and hotels, money can be changed wherever the sign "Licensed Money Changer" is displayed. Most shopping complexes have a licensed money changer. Visitors are discouraged from changing money with unlicensed money changers.

### **8.4 Credit / Charge Cards**

Major credit and charge cards like American Express, Visa, Diners and MasterCard are widely accepted by establishments in Singapore. Should any shop insist on adding a surcharge, please contact the respective card company to report the errant shop owner.

American Express	Tel: 1800 – 396 6000
Diners Card	Tel: (65) 6416 0800
JCB	Tel: (65) 6734 0096
MasterCard	Tel: 800 – 110 0113 (toll-free in Singapore only)
Visa	Tel: 800 – 448 1250 (toll-free in Singapore only)

### **8.5 Electricity**

The standard electricity supply in Singapore is 220-240 volts AC, 50 Hertz. On request, most hotels will provide transformers to visitors with electrical appliances of a different voltage. The power plugs used in Singapore are of the three-pin, square-shaped type.

### **8.6 Local Time**

Singapore's Standard time is GMT +8 hours.

### **8.7 Drinking Water**

The water straight from the tap is drinkable. However, for those who prefer bottled mineral water, local supermarkets and grocers usually carry a sizeable selection.

### **8.8 Smoking**

Smoking is not permitted in public service vehicles, museums, libraries, lifts, theatres, cinemas, air-conditioned restaurants, non air-conditioned eating houses, hawker centres, hair salons, supermarkets, department stores and government offices. In line with efforts to improve the nightlife experience for all, there are smoking restrictions on entertainment outlets. Smoking is no longer allowed in all pubs, discos, karaoke bars and

nightspots, unless within approved smoking rooms or smoking corners. Offenders can be fined up to SGD \$1,000.

## **8.9 Tipping**

Tipping is not practiced as most hotels and restaurants in Singapore already levy a 10% service charge on customers' bills.

## **8.10 Useful Telephone Numbers**

Here is a list of useful telephone numbers:

Police: 999 (toll-free)

Emergencies/Ambulance/Fire Brigade: 995 (toll-free)

Singapore Tourism Board (STB) Tourist-line (24 hour automated tourist information system): 1800 736 2000 (toll-free in Singapore only)

Advance booking numbers for taxis:

Common Taxi Booking number (for all companies)	(65) 6342 5222
Comfort and CityCab	(65) 6552 1111
Premier Taxis	(65) 6363 6888
Prime Taxi	(65) 6778 0808
SMRT Taxis	(65) 6555 8888
CityCab Mercedes Cab (4 -Seater)	(65) 6210 4816
MaxiCab (7-Seater)	(65) 6535 3534

Please note that different surcharges on advance bookings apply for different taxi companies.

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

## ACCOMMODATION REQUEST FORM

APEC Expert Group on Energy Efficiency & Conservation Meeting and Related Workshops  
Hosted by: Energy Market Authority of Singapore

**(23 – 26 March 2015)**

(Rates valid between 22 – 27 March 2015 – Not applicable on other dates)

**Room categories are subject to availability upon room reservation**

Email form to: [apec\\_egeec@purpleforest.com.sg](mailto:apec_egeec@purpleforest.com.sg)

Contact: Ms KU Weiyun (T) +65 9669 7647

New Reservation

Amendment

Cancellation

### COMPLETE DETAILS IN FULL

<b>Title:</b>	Mr / Mrs / Ms / Dr / Prof (please circle the correct one)	
<b>Given/First name:</b>		
<b>Family/Last name:</b>		
<b>Company:</b>		
<b>Job title:</b>		
<b>Address:</b>		
<b>Passport Number:</b>	<b>Date of Birth:</b>	
<b>Tel. No.:</b>	<b>Fax No.:</b>	<b>Email:</b>

### FLIGHT DETAILS

<b>Arrival Date:</b>	<b>Flight No:</b>	<b>Arrival Time:</b>	( )
<b>Departure Date:</b>	<b>Flight No:</b>	<b>Departure Time:</b>	( )

ROOM CATEGORY (SUBJECT TO AVAILABILITY)	RATE (Single) Inclusive of breakfast & in-room internet (WIFI) (√)	RATE (Double) inclusive of breakfast & in-room internet (WIFI) (√)	NO. OF NIGHTS	SMOKING / NON-SMOKING SUBJECT TO AVAILABILITY
Deluxe Room	S\$230.00++	S\$245.00++		
Executive Room	S\$250.00++	S\$265.00++		
Premier Suite (incl. Premier Privileges)	S\$345.00++	S\$365.00++		

### CREDIT CARD GUARANTEE

<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<b>Card no.:</b>	<b>Expiry Date:</b> (mm-yy)	
<b>Cardholder's name on credit card:</b>		
<b>Signature as in credit card:</b>		

\*The Premier Privilege include: **(the Privileges are complimentary and are not optional)**

Swift check-in and check-out / Extended check-out time (subject to availability) / Choice of complimentary breakfast at three venues Premier Lounge, Spices or order through Room Service / Complimentary evening cocktails and snacks from 6.00pm – 8.00pm daily in the Premier Lounge, with the privilege of one invited guest per room / Exclusive usage of the Premier Lounge from 7.00am – 10.00pm daily / Complimentary newspaper / DVD player & CD library available on request / Complimentary use of Premier Lounge meeting room / Complimentary internet access in all rooms and at Premier Lounge / Complimentary 2 pieces of laundry per room per night, non - accumulative and excluding dry cleaning

**Our hotel check-in hour is at 1400hrs & check-out time is at 1200hrs.**

Rooms booked will need to be guaranteed with a valid credit card. All rates quoted are subject to 10% service charge and prevailing taxes, per room per night. One night room charge will be applicable for **no-show or any cancellation by 72 hours prior to arrival**. All bookings are only confirmed when a reservation confirmation has been advised in writing. Please assist to ensure that contact details are legible for more efficient handling.