

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM

28 March – 2 April, 2011

ADMINISTRATIVE DETAILS

The following administrative details are enclosed for your information:

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A. WELCOME DINNER – MONDAY, 28 MARCH 2011

There will be a Welcome Dinner and Opening Ceremony at 7:00pm on March 28, 2011 at the Equinox Swissotel the Stamford, please be in business attire. A representative from the LKY School will meet you at the Orchard hotel lobby at 6:30 pm to accompany you to the dinner location which is in one of the private function rooms of the hotel. Please be at the lobby on time.

B. COURSE PROGRAMME AND LOCATION

The course at the Lee Kuan Yew School of Public Policy (LKY School) will commence on Monday 28 March, 2011 and run till Saturday 2 April, 2011.

In general, there will be 2 sessions each day with one in the morning and the other in the afternoon. The day's programme will start and conclude at the times specified in the programme. Two 15-minute tea breaks and one lunch session will be served each day at the Lobby of the OTH Building except when there are site visits.

Course Location

All sessions will be held at the **Li Ka Shing Building Seminar Room 1-2** of the **Lee Kuan Yew School**, located at the **National University of Singapore (NUS), Bukit Timah Campus**.

- Address** : 469C Bukit Timah Road
Li Ka Shing Block, Seminar Room 1 - 2
Singapore 259772
- Enquiries** : +65 6516 6134
- Fax No.** : +65 6872 9291
- Website** : www.lkyspp.nus.edu.sg
- Office Hours** : Monday to Thursday – 8.30AM to 6.00PM
Friday – 8.30AM to 5.30PM

Please enter through the lobby of the **Oei Tiong Ham Building** and follow the signs to the Li Ka Shing Building Seminar Room 1 – 2.

NUS Contact Person

The complete contact details of the NUS Liaison Officers are as follows:

Mrs. Denni J. Cawley
Associate Director
Executive Education
Lee Kuan Yew School of Public Policy
469C Bukit Timah Road,
Oei Tiong Ham Building
Singapore 259772

DID : +65 6516 6192
Fax : +65 6872 9291
Mobile : +65 9736 0887
Email : dennij@nus.edu.sg

Ms. Aigerim Bolat (Aika)
Programme Executive
Executive Education
Lee Kuan Yew School of Public Policy
469C Bukit Timah Road,
Oei Tiong Ham Building
Singapore 259772

DID : +65 6516 1409
Fax : +65 6872 9291
Mobile : +65 9669 5976
Email : sppaika@nus.edu.sg

C. TRAVEL ARRANGEMENTS

1. Visa

It is the responsibility of each individual participant to ensure that they have the required visas for their travel. Please check all visa requirements **before you commence your travel**. Also, please have the course invitation in hand to show to an immigration official, if requested to do so. (Participants with E-visas please bring the copy of your visa approval letter emailed to you to present at the Singapore Immigration Check point.)

2. Airport Arrival Procedures

Upon arrival at Singapore Changi International Airport, participants will collect checked-in luggage at the baggage claim downstairs. At the passenger's arrival area, look for the **ADB/ELDP/NUS** sign carried by the representative assigned to meet the participants.

3. Transport to Hotel and LKY School

Transportation will be arranged for participants from the hotel to LKY School and back from the 28 March to 2 April 2011. Pick-up time at the hotel lobby every morning is at **8.15AM**. Afternoon shuttles leave 10 mins after the last session of the day ends. (If you miss the shuttle, you will be able to take a taxi to the School and back, at your own expense. Taxis are all metered and very well regulated. Public transportation in Singapore is efficient and service is excellent. More information on bus and commuter train services will be available at the hotel, any tourist information booth and the School.)

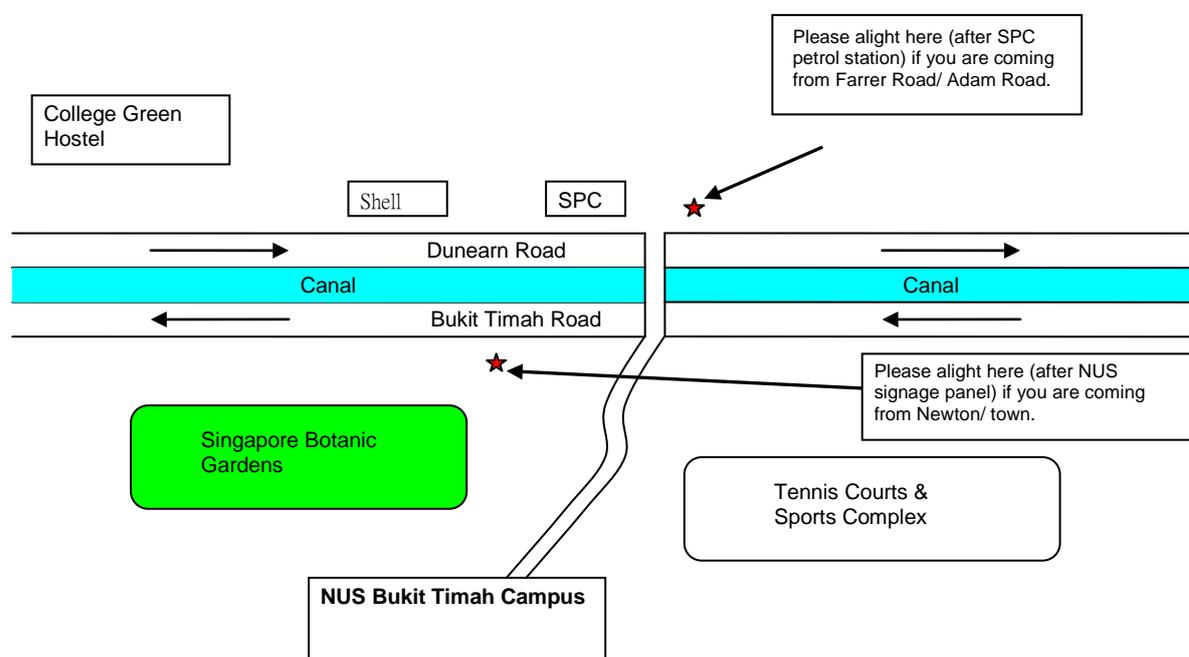
The following items are NOT allowed to be brought into Singapore:

- Chewing gum (except dental or nicotine gum)
- Chewing tobacco and imitation tobacco products
- Cigarette lighters of pistol or revolver shape
- Endangered species of wildlife and their by-products
- Obscene articles, publications, video tapes/discs and software
- Reproduction of copyright publications, video tapes, video compact discs, laser discs, records or cassettes
- Seditious and treasonable materials
- Controlled drugs and psychotropic substances

GETTING TO LKYSPP

Please visit the link to find the map of NUS Bukit Timah Campus:

<http://law.nus.edu.sg/btc/images/LocationMap.jpg>



D. ACCOMMODATION AND DIETARY RESTRICTIONS

1. Rooms

The course organizer has reserved deluxe rooms at the Orchard Hotel. Accommodation is available to participants from Friday 25 March to Sunday 3 April 2011. Participants will have to pay for **all incidental expenses related to their stay like mini bar consumption, internet access and telephone calls**. Should you wish to upgrade your rooms; the additional cost will be at your expense. Check-in time is at 2:00 pm and check-out time is at 12:00 noon. You will be charged half a day room rate for late checkout before 6 pm and full-day room rate for late check-out after 6 pm. Please inform the hotel and organizers if you wish for a late check-out.

Breakfast for one is included in the room rate. The complete contact person and details of the Marriott Hotel are as follows:

2. Shayne Teo (Ms)

Meeting Services Executive

D (65) 6739 6527 | **F** (65) 6739 6605 | **M** (65) 9186 1069

Orchard Hotel Singapore

442 Orchard Road, Singapore 238879

Global Website: www.millenniumhotels.com

Hotel Website: www.orchardhotel.com.sg

3. Dietary preferences and Restrictions

NUS will make the necessary arrangements for participants who have dietary preferences or restrictions. You can inform the NUS Liaison Officer. All food will have no pork and no lard.

E. PRAYER AND WORSHIP

A prayer room is located at Block B of the Bukit Timah Campus. Please inform the NUS Liaison Officer if you would like to go to this room.

F. NUS FACILITIES AND SERVICES

1. Medical Services

The NUS Wellness Centre is open from Mondays to Thursdays, 8.30am-12.30pm and 1.30pm-6.00pm and on Fridays, 8.30am-12.30pm and 1.30pm-6.00pm.

Payment: The medical fee will be charged accordingly and the Centre will require payment immediately after consultation.

In case of an emergency, please contact 1777 or 995 for an ambulance service. Participants are advised to bring their own special medicines as these may not be available.

Address:

20 Lower Kent Ridge Road

Kent Ridge Campus (Main Clinic)

Level 1 University Health Centre

CLOSED for LUNCH from 12.30pm - 1.30pm.

CLOSED on Saturday, Sunday & Public Holidays

For medical examination that require lab test and x-ray, please register between 8.30am - 11.30am or 1.30pm - 4.30pm.

2. Banking

The nearest branches are at Newton and Liat Towers, respectively.

POSBank

Newton Branch

Address : 135 Bukit Timah, Road #01-01
Singapore 229837
Tel : +65 6993 666
Fax : +65 6735 6485
Operating Hours : Monday to Thursday – 8.30AM to 4.30PM
Saturday – 8.30AM to 1.00PM

DBS Bank**Liat Towers Branch**

Address : 541 Orchard Road, #02-01 Liat Towers
Singapore 238881
Tel : 1800 111 1111
Fax : +65 6738 7608
Operating Hours : Monday to Thursday – 8.30AM to 4.30PM
Saturday – 8.30AM to 1.00PM

Automated teller machines (ATMs) are also available on campus.

3. Training Facilities

The LKY School seminar and training rooms are equipped with all audio-visual equipment necessary for the workshop, including a laptop, flip charts, whiteboards, and an LCD projector.

4. Computer and Internet Access

The computer laboratory in the LKY School is accessible to all participants during the course period. The School has wireless internet access throughout its premises. This service is free of charge. However, you will need your own laptop computer with wireless capability to be able to access this service.

G. DRESS CODE

The weather in Singapore in April is tropical with average daily temperatures of between 26 – 31 degrees Celsius (79 – 88 degrees Fahrenheit). It can often be hot and humid. Be prepared for plenty of rain showers.

For the duration of the course, the dresscode will be business casual. A light jacket is recommended as it can get quite cold in the Seminar Room.

Please buy an umbrella as soon as you arrive.

H. POST AND TELECOMMUNICATIONS SERVICES

Kent Ridge Post Office provides full facilities such as telegram, telex, telefax, IDD calls, speedpost, LUM service, renewal of TV and driving licences, settling of Power Supply and SingTel bills, purchasing of money order, etc. There are two public card-phones at the side of the Post Office for local and overseas calls. A machine for taking instant passport photographs is also available.

Opening hours : Monday to Friday - 8.30AM to 5.00PM
Saturday - 8.30AM to 1.00PM

Central Library

Opening hours : Monday to Friday - 8.00AM to 10.00PM
Saturday - 9.30AM to 4.30PM

As the opening hours may vary from time to time, please check the Library Website <http://www.lib.nus.edu.sg/about/openhour.html>, library notice boards or LINC for further details. Any revision of hours for holidays will be announced through these channels.

Phone SIM cards for use in mobile phones can be purchased at newspaper vendors, phone shops, 7-11 stores and various other locations. Your phone has to be enabled to function in South-East Asia. International calling cards are also readily available.

I. USEFUL AND EMERGENCY CONTACT INFORMATION

- Police (For emergency only) 999
- Fire / Ambulance (For emergency only) 995
- NUS Switchboard +65 6516 3636
- Campus Security +65 6516 3636
- Immigration & Checkpoints Authority +65 6391 6100
- Programme Contact in Case of Emergency +65 9669 5976 (Ms. Aika Bolat)
+65 9736 0887 (Mrs. Denni J. Cawley)