



**32<sup>nd</sup> Transportation Working Group Meeting**



# **32<sup>nd</sup> APEC Transportation Working Group Meeting (APEC TPTWG32)**

## **Administrative Circular No. 2**

**27 July to 30 July 2009  
Raffles City Convention Centre  
Singapore**

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### 1. MEETING OVERVIEW

The Singapore Ministry of Transport warmly welcomes all participants to the 32<sup>nd</sup> APEC Transportation Working Group Meeting (32<sup>nd</sup> APEC TPTWG Meeting), which will be held in Singapore at Raffles City Convention Centre, from Monday 27 July 2009 to Thursday 30 July 2009.

### 2. PROGRAM

Please see the updated program of the 32<sup>nd</sup> APEC TPTWG Meeting included in **Annex A**.

### 3. 32<sup>nd</sup> APEC TPTWG MEETING SECRETARIAT

The 32<sup>nd</sup> APEC TPTWG Meeting Secretariat is in charge of all administrative and logistical arrangements, accreditation, documentation, facilities, and others.

For **liaison** matters, please contact:

Ms Stephanie Ho  
Ministry of Transport, Singapore  
Tel: 65-6376-5037  
Fax: 65-6375-7734  
Email: motweb1@singnet.com.sg

For **accreditation** matters, please contact:

Ms Ariel Tng  
Civil Aviation Authority of Singapore  
Tel: 65-6541-3462  
Fax: 65-6546-5035  
Email: motweb1@singnet.com.sg

For **meeting, facilities, equipment and documentation** matters, please contact:

Mr Shahul Hameed s/o Mohd Usuf  
Maritime and Port Authority of Singapore  
Tel: 65-6375-1628  
Fax: 65-6276 8927  
Email: motweb2@singnet.com.sg

For **transport** matters, please contact:

Mr Kong Yew Mun  
Land Transport Authority  
Tel: 65-6396-1311  
Fax: 65-6396-1585  
Email: motweb1@singnet.com.sg

#### 4. MEETING VENUE

Strategically located in the heart of Singapore's business, cultural, shopping and entertainment districts, Raffles City Convention Centre (RCCC) provides easy access to all parts of Singapore. Located 20 minutes away from Singapore Changi International Airport, RCCC is housed by one of the Meeting's Official Hotels – Swissotel The Stamford Singapore, and is conveniently situated above one of the major stations (City Hall station) in the Mass Rapid Transit (subway) system.

RCCC offers more than 70,000 square feet of function space, with 27 versatile meeting rooms, 3 magnificent ballrooms and equipped with advanced conference facilities.

For more information, please visit the [official website](#) at <http://www.swissotel.com/singapore - stamford>.

## 5. ACCREDITATION PROCESS

### 5.1 Nomination of Delegation Accreditation Officer (DAO)

All Economies are requested to nominate a Delegation Accreditation Officer (hereinafter referred to as DAO) **IMMEDIATELY** by sending the following details to (motweb1@singnet.com.sg):

1. Representing Economy
2. Family Name
3. Given Name
4. Email Address
5. Contact Number
6. Organisation

DAOs shall be the main channel of communication between the Host Economy and attending delegations for matters relating to accreditation.

### 5.2 On-line Accreditation and Registration Process

All APEC Economies, APEC Secretariat, and APEC Official Observers and Invited Guests (including business people and non-member participants) are requested to contact their respective DAO. The DAOs contact list can be found **Annex B**.

On-line accreditation will be available **till Friday 3 July**. You are encouraged to submit your accreditation by this date to ensure efficient processing of information and proper issuance of ID Badges.

### 5.3 Delegates' Kit

On-site registration for the 32<sup>nd</sup> APEC TPTWG Meeting will be at RCCC.

Upon arrival, delegates can proceed to collect their name badges and delegates' kit at the Registration Desks located at Level 4 Foyer, RCCC.

Operation hours of the Registration Desk are as follows:

Sunday 26 July 2009	1400 – 1800 hrs
Monday 27 July 2009	0730 – 1700 hrs

Name badges should be worn at all times and will be required for entry to all meeting venues.

## 6. DOCUMENT REPRODUCTION AND PRESENTATIONS

### 6.1 Important Requirements for Submission of Meeting Documents

Please submit **all documents in soft copy**. No document will be accepted or reproduced unless it is submitted in soft copy together with a **Document Reproduction Request Form (DRRF)** and a **Document Classification List**. Please refer to **Annex C** and **Annex D**.

Please submit documents by the stipulated **deadlines**. This will allow papers to be produced in advance, and will allow time for review by delegates before they are distributed/ discussed.

### 6.2 Submission of APEC TPTWG Papers

When emailing documents, please:-

- use separate emails to submit papers for different meetings;
- type the name of the meeting in the subject field;
- indicate (in the body of the email) which papers are being submitted;
- ensure documents (Word, PPT, PDF etc) submitted are **not** password-protected, and
- ensure documents submitted are compatible with Windows XP operating system.

All documents and Power Point presentations for the 32<sup>nd</sup> APEC TPTWG Meeting must be submitted in **electronic copy** by **Monday 13 July 2009** to **motweb2@singnet.com.sg**.

Each document must be accompanied by a **DRRF (Annex C)**. The **Document Classification List (Annex D)** must also be furnished to summarise all documents to be reproduced.

### 6.3 Document Production Centre

A Document Production Centre will be available at Bailey Room, Level 4, RCCC and will be open daily from **8.00 am to 8.00 pm**.

## **6.4 Document Distribution**

Documents for meetings will be distributed in the appropriate meeting rooms before the start of each meeting.

## **7. ACCOMMODATION**

Delegates of the 32<sup>nd</sup> APEC TPTWG Meeting may arrange to stay at the hotels listed in **Annex E**.

The Meeting Secretariat has made pre-bookings with these suggested hotels; pre-booking will be available until **Tuesday 30 June 2009**. Booking of rooms made after the deadline will be subjected to room availability. Delegates are requested to reserve, guarantee and arrange payment of their rooms on their own accord with these hotels directly. More information may be found in **Annex E**.

Shuttle bus services are available to and from RCCC and the supporting hotels listed in **Annex E** from Monday 27 July to Thursday 30 July 2009.

## **8. TECHNICAL VISITS**

### **8.1 Aviation – Tour of Changi Airport Terminal 3**

Changi Airport's Terminal 3 (T3) opened for scheduled flight operations on 9 January 2008. The 380,000 square metres terminal is a 7-storey building with three basement and four above ground levels.

There are the four guiding principles to the architecture design: clarity, natural lighting, external views and maintainability. The see-through layout facilitates visitors' orientation in the terminal with minimal dependency on signage. The extensive visual access to exterior landscapes from within the terminal contributes to an overall sense of openness.

T3 features a unique roof architecture which allows natural light into the building while keeping the tropical heat out. The one-of-its-kind roof design has more than 900 skylights with specially designed reflector panels which automatically adjust themselves to allow an optimal amount of soft and uniform daylight into the terminal building. At night, the skylights glow with artificial lighting delicately concealed below the reflector panels, creating an overall soothing ambience at all times.

Another key highlight of T3 is the 5-storey high vertical garden, or “Green Wall” that spans 300 metres across the main building.

To complement the see-through layout concept of T3, the Departure/Transit mall is designed to provide a compact single shopping street layout that enhances the visibility of the retail outlets, allowing passengers a vantage view of both the airside and landside shopping and dining zones. T3 can accommodate over 100 retail shops and more than 40 F&B outlets. Amongst the groundbreaking airport retail concepts at T3 include the first airport outlets for Sony Style and FIFA Official Store and Ferrari’s first outlet outside Europe. T3 also houses the first Guylian Belgian Chocolate Café outside Belgium and the first Hard Rock Café in a major international airport.

## 8.2 Land Transport – Tour of Kim Chuan Depot

Kim Chuan Depot (KCD) is the first underground depot in Singapore and the largest underground depot in the world. It has a two level structure that provides stabling, maintenance and operation facilities for the Circle Line.

The 11 hectare depot measures approximately 800 metres long, 160 metres wide and 17 metres high. This is equivalent to 17 football fields or 1.5 times of Singapore’s new 55,000 seater national stadium.

### KCD Technical Tour Features

#### Operation Control Centre/ Depot Control Centre

The Operation Control Centre (OCC) is made up mainly of:

- Operation Control Room (OCR)
- Depot Control Room (DCR)
- Central Training Centre (CTC)
- Crisis Viewing Room

The main function of the OCC is to supervise and control the subsystems and equipment in the stations and depot.

### Automatic Storage and Retrieval System (ASRS)

This is Singapore's tallest underground automated warehouse storage system. Standing at 23 metres high, 30 metres long and 24 metres wide, the ASRS can store more than 24,000 spare parts with an approximate asset worth of 30 million Singapore dollars.

Basically, there are two ASRS Racking Systems:

1. Pallet ASRS – designed to store big items up to 1,000 kilogrammes, with 2,000 storing locations
2. Bins ASRS – designed to store smaller items up to 50 kilogrammes, with 22,000 storing locations

### Workshop

Activities like preventive, corrective and overhaul maintenance of trains take place in the workshop. Housing 10 maintenance tracks, it also includes the lifting and wheel lathe systems.

During the tour, participants will learn briefly about:

- Train information and formation (length, weight and car configuration)
- Number of trains in KCD (40 trains) and CCL train design concept on the friendly design concept
- Obstacle deflector, anti-climber and current collector devices
- Train features such as saloon seat design, train-borne communication systems, etc

### **8.3 Maritime – Tour of PSA Singapore Terminals**

PSA Singapore Terminals is the world's no. 1 container port. In 2008, it handled 29.0 million Twenty-foot Equivalent Units (TEUs) of containers and its car terminal moved over one million vehicles.

PSA operates four container terminals at Tanjong Pagar, Keppel, Brani, and Pasir Panjang as one seamless and integrated facility. Ten new container berths are being added at Pasir Panjang Terminal over the next few years. When completed, PSA Singapore Terminals will have a total of 54 container berths and a handling capacity of 35 million TEUs.

Noteworthy is Pasir Panjang Terminal, PSA's most advanced terminal, equipped with berths up to 16 metres deep and with quay cranes able to reach across 22 rows of containers. Its new 40-foot Tandem Lift quay cranes are able to accommodate the new generation of mega container vessels. The terminal's bridge crane system allows each operator to handle up to six cranes, instead of one previously.

200 of the world's shipping lines call at PSA Singapore Terminals, offering connections to 600 ports in 123 countries. This includes daily sailings to every major port in the world. PSA operates 24 hours a day, 7 days a week, 365 days a year.

It was voted the "Best Container Terminal (Asia)" for the 20th time at the 2009 Asian Freight and Supply Chain Awards.

## 9. CULTURAL TOUR

### **Night Tour to Night Safari**

Day 3 – Wednesday 29 July 2009

Nestled in 40 hectares of lush secondary forest, Night Safari, the world's first wildlife park built for night visits, will unfold the mystery and drama of the tropical jungle after dusk with stunning effects.

See a myriad of nocturnal animals, from fierce predators to timid forest dwellers, in their natural habitat under subtle moonglow lighting.

Roam the jungle in the comfort of a tram ride, which takes you through habitats designed specifically to replicate the natural environment from the Himalayan Foothills to the Southeast Asian Rainforest and Indian Subcontinent.

Your tour guide will also lead you on a walking trail, bringing you up close to animals such as the leopard and giant flying squirrel.

## Itinerary of the Cultural Tour

Time	Proposed Programme
1730 hrs	Assemble at RCCC Lobby
1735 hrs	Depart RCCC for Night Safari
1805 hrs	Arrival at Night Safari
1815 hrs	Buffet Dinner at Ulu Terrace
1915 hrs	Proceed to amphitheatre for "Creatures of the Night Show"
1930 hrs	Commencement of "Creatures of the Night Show" (approx. 30 mins)
2000 hrs	End of show
2005 hrs	Proceed to Tram Station
2010 hrs	Board Tram and commencement of tram ride tour (approx. 30 mins)
2040 hrs	Arrival at Tram Station (East Lodge). Proceed to Leopard Trail (approx. 20 mins)
2100 hrs	Reboard Tram, continuation of tram ride tour
2130 hrs	Return to Main Station Proceed to Coach Bay
2200 hrs	Depart Night Safari for RCCC
2240 hrs	Estimated time of arrival at RCCC

## 10. SOCIAL FUNCTIONS

### 10.1 Welcome Dinner

A Welcome Dinner will be held on Monday 27 July 2009 at the Collyer Ballroom, Level 4, RCCC. The dress code is smart casual attire.

### 10.2 Farewell Lunch

A Farewell Lunch will be held on Thursday 30 July 2009 at the Canning Ballroom, Level 4, RCCC. The dress code is smart casual attire.

### 11. OTHERS

The following items can be found in the first Administrative Circular dated 20 May 2009:

1. Official Language of Meeting
2. Facilities
3. Dress Code
4. Dietary Requirements
5. Arrival and Entry Formalities
6. General Information
7. Medical and Dental Facilities
8. Singapore Business Visa Requirements
9. APEC Business Travel Card (ABTC) Holders

ANNEX A

UPDATED PROVISIONAL PROGRAM

TIME	ACTIVITY	VENUE
<b>SUNDAY, 26 JULY 2009 (DAY 0)</b>		
1400-1800	Registration	Convention Foyer, Level 4
<b>MONDAY, 27 JULY 2009 (DAY 1)</b>		
0730-1700	Registration	Convention Foyer, Level 4
0900-1000	Heads of Delegation (HOD) Meeting	Stamford Ballroom, Level 4
1000-1030	Coffee Break	Stamford Foyer, Level 4
1030-1215	Opening Plenary  - <i>Opening Remarks by Mr Choi Shing Kwok, Permanent Secretary, Ministry of Transport, Singapore</i>	Stamford Ballroom, Level 4
1215-1330	Lunch	Plaza Market Cafe, Level 2
1330-1500	<u>Experts Group Break-out Meetings:</u> - Aviation Experts Group (AEG) - Maritime Experts Group (MEG) - Land Experts Group (LEG) - Intermodal and ITS Experts Group (IEG) - Intermodal & ITS Experts Group – Global Navigation Satellite System (GNSS) Implementation Team (GIT)	Stamford Ballroom, Level 4 Moor & Morrison, Level 4 Bras Basah, Level 4 Indiana, Level 4 VIP Lounge B, Level 4
1500-1530	Coffee Break	
1530- 1800	<u>Sub-Group Break-out Meetings:</u> - Air Services Sub-Group - Aviation Safety Sub-Group - Aviation Security Sub-Group - Maritime Experts Group - Maritime Security Sub-Group - Vehicle Standards Harmonization Sub-Group - Road Safety Sub-Group - Intermodal & ITS Experts Group - Intermodal & ITS Experts Group – Global Navigation Satellite System (GNSS) Implementation Team (GIT)	Minto, Level 4 Mercury, Level 4 Enterprise, Level 4 Moor & Morrison, Level 4 Hullet, Level 4 Bras Basah, Level 4 Orchard, Level 4 Indiana, Level 4 VIP Lounge B, Level 4
1900	Welcome Dinner  <i>Welcome Remarks by Mr Lee Yuen Hee, Deputy Secretary (International) Ministry of Transport, Singapore</i>	Collyer, Level 4

TIME	ACTIVITY	VENUE
<b>TUESDAY, 28 JULY 2009 (DAY 2)</b>		
0830-1000	Sub-Group Break-out Meetings:	
	- Air Services Sub-Group	Minto, Level 4
	- Aviation Safety Sub-Group	Mercury, Level 4
	- Aviation Security Sub-Group	Enterprise, Level 4
	- Maritime Experts Group	Moor & Morrison, Level 4
	- Maritime Security Sub-Group	Hullet, Level 4
	- Vehicle Standards Harmonization Sub-Group	Bras Basah, Level 4
	- Road Safety Sub-Group	Orchard, Level 4
	- Intermodal & ITS Experts Group	Indiana, Level 4
- Intermodal & ITS Experts Group – Global Navigation Satellite System (GNSS) Implementation Team (GIT)	VIP Lounge B, Level 4	
1000-1030	Coffee Break	
1030- 1200	Sub-Group Break-out Meetings (continued)	
1200-1330	Lunch	Plaza Market Café, Level 2
1330-1530	Sub-Group Break-out Meetings (continued)	
1530-1600	Coffee Break	
1600-1800	Preparation of Final Reports by Sub-groups for Modal Group Chairs	

TIME	ACTIVITY	VENUE
<b>WEDNESDAY, 29 JULY 2009 (DAY 3)</b>		
0830-1000	<u>Experts Group Break-out Meetings:</u>	
	- Aviation Experts Group (AEG)	Olivia, Level 4
	- Maritime Experts Group (MEG)	Moor & Morrison, Level 4
	- Land Experts Group (LEG)	Bras Basah, Level 4
	- Intermodal and ITS Experts Groups (IEG)	Indiana, Level 4
0900-1200	Workshop on Countering Piracy and Armed Robbery <i>*Appended event to APEC 32 TPT-WG</i>	TBC
1000-1030	Coffee Break	
1000-1200	Experts Group Break-out Meetings (continued)	
1200-1330	Lunch	Canning, Level 4
1330-1530	Experts Group Break-out Meetings (continued)	
1530-1600	Coffee Break	
1600-1800	Preparation of Experts Group Reports for HODs and Closing Plenary	
1730-2200	Cultural Tour - Night Safari	
	Pick up from Raffles City Convention Centre	Swissotel The Stamford Lobby
<b>THURSDAY, 30 JULY 2009 (DAY 4)</b>		
0900-1015	HOD Meeting	Stamford Ballroom, Level 4
1015-1045	Coffee Break	
1045-1215	Closing Plenary	Stamford Ballroom, Level 4
1200-1330	Farewell Lunch	Canning, Level 4
1400-1800	Technical Tours (3 options)	
	Pick up from Raffles City Convention Centre	Swissotel The Stamford Lobby

#### DAOs List

NO	MEMBER ECONOMY	FAMILY NAME	GIVEN NAME	EMAIL ADDRESS	CONTACT NO	ORGANISATION
1	Australia	Siripol	Peter	<a href="mailto:Peter.Siripol@infrastructure.gov.au">Peter.Siripol@infrastructure.gov.au</a>	61 2 6274 7960	Host Economics
2	Brunei Darussalam					
3	Canada	Kimmell	Elise	<a href="mailto:elise.kimmell@tc.gc.ca">elise.kimmell@tc.gc.ca</a>	1 61 3949 0233	Transport Canada
4	Chile	Rivera	Daniela	<a href="mailto:rivera@pacific.net.sg">rivera@pacific.net.sg</a>	65- 965 67349	Embassy of Chile in Singapore
5	People's Republic of China					
6	Hong Kong, China*	Wong	Ting Chi, Queenie	<a href="mailto:queeniewong@thb.gov.hk">queeniewong@thb.gov.hk</a>	852 21897727	Transport and Housing Bureau, Government of Hong Kong Special Administrative Region.
7	Indonesia	Prayitno	Fransiscus Budi	<a href="mailto:pfb@plasa.com">pfb@plasa.com</a> <a href="mailto:amir_arsyad@yahoo.com">amir_arsyad@yahoo.com</a>	6221 3811673	Ministry of Transportation of Indonesia
8	Japan	Uemura	Hide	<a href="mailto:uemura-h2f3@mlit.go.jp">uemura-h2f3@mlit.go.jp</a>	81 3 5253 8312	Chief, International Transport Policy Office, Policy Bureau
9	Republic of Korea	Oh	Kong-Myoung	<a href="mailto:kmoh@korea.kr">kmoh@korea.kr</a>	82 2 2110 8107	Ministry of Land, Transport and Maritime affairs
10	Malaysia	Jamaludin	Farahhida Azrin	<a href="mailto:farahhida@mot.gov.my">farahhida@mot.gov.my</a>	603-8886 6380	Ministry of Transportation Malaysia
11	Mexico					
12	New Zealand	Hopper	Ken	<a href="mailto:k.hopper@transport.govt.nz">k.hopper@transport.govt.nz</a>	64 4 4399307	Ministry of Transport
13	Papua New Guinea					
14	Peru	Lazo	Adrian	<a href="mailto:alazo@mtc.gob.pe">alazo@mtc.gob.pe</a>	51 1 615 7879	Ministry of Transportation and Communications
15	The Republic of the Philippines	Quiogue	Rowena	<a href="mailto:rowena_quiogue@yahoo.com">rowena_quiogue@yahoo.com</a>	6327210800	Department of Transportation and Communications
16	The Russian Federation	Batalova	Elena	<a href="mailto:batalovaEV@mintrans.ru">batalovaEV@mintrans.ru</a>	7 495 626 96 93	Ministry of Transport of the Russian Federation
17	Singapore	Yiu	Evonne	<a href="mailto:Evonne_YIU@mot.gov.sg">Evonne_YIU@mot.gov.sg</a>	6375 2531	Ministry of Transport
18	Chinese Taipei	Huang	Der-Chyr	<a href="mailto:apec.iot@hinet.net">apec.iot@hinet.net</a>	886 2 23496705	Institute of Transportation, MOTC
19	Thailand	Wichiranon	Pilailak	<a href="mailto:pilailak.w@mot.go.th">pilailak.w@mot.go.th</a>	662 280 5639	Ministry of Transport
20	United States	Joseph	Traini	<a href="mailto:joseph.traini@dot.gov">joseph.traini@dot.gov</a>	202 366 0603	U.S. Department of Transportation - Office of the Secretary
21	Viet Nam					
22	(Others)					
23	Macao, China	Bo	Cheng Han, Winnie	<a href="mailto:winniebo@economia.gov.mo">winniebo@economia.gov.mo</a>	853 8597 2107	Macao Economic Services
24	APEC Secretariat	Sitam	Marlinda	<a href="mailto:ms@apec.org">ms@apec.org</a>	65 6891 9600	Executive Assistant APEC Secretariat

**ANNEX C**

**DOCUMENTATION REPRODUCTION REQUEST FORM (DRRF)**

*\*Please use one DRRF per document.*

Meeting Name	
Meeting Date	

**CONTACT PERSON INFORMATION**

Title	<input type="checkbox"/> H.E <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
First Name	
Last Name	
Organization	
Tel No.	
E-mail	

**DOCUMENT DETAILS**

*The information below will be used to create the cover page for each paper/presentation and to update the document classification list for each meeting.*

<b>Title</b>	
<b>Agenda Item</b>	
<b>Contact Person</b>	
<b>Purpose – Consideration OR Information</b>	
<b>Access - Public OR Restricted</b> If restricted, state reason e.g. draft, under consideration, working document, nonpaper, etc.	

<b>Submitted By</b> {Economy / Secretariat / Observer}	
{If identical document was tabled at an earlier meeting}	
<b>Forum Doc. No.</b>	
<b>No. of Pages:</b>	
<b>Estimated No. of Copies:</b>	

**Please send SOFT COPY of document and DRRF to:**

APEC TPTWG32 Documents

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Email: [motweb2@singnet.com.sg](mailto:motweb2@singnet.com.sg)

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**Asia-Pacific  
Economic Cooperation**

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**2009/TPTWG/000**

Agenda Item:

## **Document Classification List**

Purpose: Consideration  
Submitted by: APEC Secretariat



Air Services Sub Group Meeting

Singapore

**27-30 July 2009**

Document Classification List

Document No.	Title	Agenda Item	Submitted By	Public Release		Reason for Restriction	Derestriction Date (where applicable)
				Yes	No		
2009/TPTWG32/XXX/000	Document Classification List - Heads of Delegation Meeting 2009		APEC Secretariat		√	Internal document	
2009/TPTWG32/XXX/001	Draft Agenda - Heads of Delegation Meeting 2009		Chair	√			

**XXX – Please indicate the initials of the meeting that these documents are prepared for.**

- Example:**
- HOD** for Heads of Delegation Meeting
  - AEG** for Aviation Experts Group Meeting
  - MEG** for Maritime Experts Group Meeting
  - LEG** for Land Experts Group Meeting
  - IITSEG** for Intermodal and ITS Experts Group Meeting
  - AEG/SRV** for Air Services Sub-Group Meeting
  - AEG/SAF** for Aviation Safety Sub-Group Meeting
  - AEG/SEC** for Aviation Security Sub-Group Meeting
  - MEG/SEC** for Maritime Security Sub-Group Meeting
  - LEG/VSHG** for Vehicle Standards Harmonization Sub-Group Meeting
  - LEG/SAF** for Road Safety Sub-Group Meeting
  - IITSEG/GIT** for Intermodal & ITS Experts Group – 13<sup>th</sup> Global Navigation Satellite System Implementation Team Meeting
  - PLEN** for Plenary Meeting

**ANNEX E**

**List of Suggested Hotels**

**Official Hotel**

Hotel Name Address and Contact Details	Hotel Category	Room Category	Distance to Meeting Venue	Room Rate	Breakfast Rate (per person per day)
<b><u>Swissotel The Stamford</u></b>  2 Stamford Road Singapore 178882 Tel: 65-6339-6633 Fax: 65-6336-5117 Email: <a href="mailto:reservations.singapore@swissotel.com">reservations.singapore@swissotel.com</a>	5 Star	Deluxe Room	0	S\$280.00++	Inclusive

**Supporting Hotels**

Hotel Name Address and Contact Details	Hotel Category	Room Category	Distance to Meeting Venue	Room Rate	Breakfast Rate (per person per day)
<b><u>Orchard Hotel Singapore</u></b>  442 Orchard Road Singapore 238879 Tel: 65-6734-8595 Fax: 65-6739-6645 Email: <a href="mailto:reservations@orchardhotel.com.sg">reservations@orchardhotel.com.sg</a>	5 Star	Deluxe Room	15 min drive*	S\$235.00++	Inclusive
		Superior Room		S\$215.00++	Inclusive
<b><u>M Hotel Singapore</u></b>  81 Anson Road Singapore 079908 Tel: 65-6500-6161 Fax: 65-6223-1681 Email: <a href="mailto:reservations@m-hotel.com">reservations@m-hotel.com</a>	4 Star	Deluxe Room	10 min drive*	S\$235.00++	Inclusive
		Superior Room		S\$215.00++	Inclusive
<b><u>Copthorne Orchid Hotel Singapore</u></b>  214 Dunearn Road Singapore 299526 Tel: 65-6415-6028 Fax: 65-6250-9292 Email: <a href="mailto:rsvn@copthorneorchid.com.sg">rsvn@copthorneorchid.com.sg</a>	4 Star	Deluxe Room	20 min drive*	S\$180.00++	Inclusive
		Superior Room		S\$160.00++	Inclusive

++ denotes 10% service charge and prevailing rates of Goods and Services Tax of 7%

\* Traveling distance is subject to traffic conditions



(Regn. No.: 52945911J)

2 Stamford Road, Singapore 178882

Room Reservations Tel: (65) 6339 6633

Room Reservations Fax: (65) 6336 5117

Email: [reservations.singapore@swissotel.com](mailto:reservations.singapore@swissotel.com)

**ROOM RESERVATION FORM**

**32<sup>nd</sup> APEC TRANSPORT WORKING MEETING**  
**27 JULY – 30 JULY 2009**

**A. Room Reservation Request**

Title:  Mr  Mrs  Mdm  Ms

Family/Last Name : \_\_\_\_\_ Given/First Name : \_\_\_\_\_

Company : \_\_\_\_\_

Designation : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Country : \_\_\_\_\_ Phone : \_\_\_\_\_ Fax/Telex No : \_\_\_\_\_

Date of Arrival : \_\_\_\_\_ Date of Departure : \_\_\_\_\_ Number of Nights : \_\_\_\_\_

Flight Number / Arrival Time : \_\_\_\_\_ Flight Number / Departure Time : \_\_\_\_\_

(Check-in time : 2 pm, Check-out time : 1 pm)

• If you are arriving between midnight and the official check-in time, please make the reservation for the day before.

**B. Room Type & Rate (Please tick appropriate box)**

Swissôtel The Stamford

Classic Room  
 S\$ 280 ++

Preference

Smoking  
 Non-Smoking

• Room rate is inclusive of 1 daily breakfast and for single occupancy. Reservations received after **26 June 2009** will be subject to hotel availability.

o All room rates are in Singapore Dollars and are subject to 10% service charge and prevailing goods & services tax

**C. Room Deposit**

Please bill to my credit card:  MASTERCARD  VISA  AMERICAN EXPRESS

Card Number : 

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 Expiry Date : \_\_\_\_\_

Card holder's name on credit card : \_\_\_\_\_  
 (Please print)

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Terms & Conditions

- Rooms will be confirmed only if guaranteed by credit card.
- Cancellation charge for the entire duration of the accommodation booked is applicable for cancellation received after **26 June 2009**
- No-show/cancellation on the day of scheduled arrival, a charge will be levied for the entire duration of the accommodation booked
- This form is not valid for 3<sup>rd</sup> party authorisation. Kindly contact hotel directly for this arrangement.

Official Use

Taken By : \_\_\_\_\_ Date/Time : \_\_\_\_\_

Confirmed By : \_\_\_\_\_

**APEC TRANSPORT WORKING GROUP  
26 – 30 July 2009**

**Millennium & Copthorne Intl Ltd  
Room Reservations**

COMPLETE DETAILS IN FULL		
<b>Title:</b>	Mr / Mrs / Ms (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>

Please tick the following options:

HOTELS	Address	ROOM RATES INCLUSIVE OF BUFFET BREAKFAST FOR 1 PERSON
<input type="checkbox"/> Orchard Hotel	442 Orchard Road, Singapore 238879 Tel : 6734 7766	<input type="checkbox"/> Superior (SGL) S\$215 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$235 ++ / night Additional Breakfast at S\$20 ++ / day
<input type="checkbox"/> M Hotel Singapore	81 Anson Road, Singapore 079908 Tel : 6224 1133	<input type="checkbox"/> Superior (SGL) S\$215 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$235 ++ / night Additional Breakfast at S\$20 ++ / day
<input type="checkbox"/> Copthorne Orchid Singapore	214 Dunearn Road Singapore 299526 Tel : 6415 6000	<input type="checkbox"/> Superior (SGL) S\$160 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$180 ++ / night Additional Breakfast at S\$15 ++ / day
<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking		

**APEC TRANSPORT WORKING GROUP  
26 – 30 July 2009**

**Millennium & Copthorne Intl Ltd  
Room Reservations**

- *Rates quoted are exclusively for delegates attending the APEC Transport Working Group.*
- *Rates quoted are in Singapore dollars and exclusive of 10% service charge and prevailing taxes.*
- *Rates are based single occupancy, inclusive of Buffet Breakfast. Additional Breakfast can be arranged at special rates indicated.*
- *All Rooms are subjected to availability.*
- *M & C website: <http://www.millenniumhotels.com>*

**Check in/check out time policy**

Check in Time: 1400 hours

Check out Time: 1200 hours

*Check out after 1200 hours but not before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for checkout after 1800 hours.*

**Method of Payment**

All the above room charges and other incidental charges will be settled by guest's own accounts, credit card details needed for the above reservation.

**No Show/ Cancellation**

No-show or cancellation will be imposed with full duration charge. All reservations made are considered confirmed and guaranteed.

**Credit Card Guarantee**

American Express

MasterCard

Visa

Card no.:

Expiry Date:

(dd-mm-yy)

Cardholder's name on credit card:

Signature:

**Please forward reservation to the respective hotel you selected:-**

**Orchard Hotel Singapore** - Fax: 65 6739 6645 (reservations)  
Tel: 65 6734 8595 (reservations)  
Email: [reservations@orchardhotel.com.sg](mailto:reservations@orchardhotel.com.sg)

**M Hotel Singapore** - Fax: 65 6223 1681  
Tel: 65 6500 6161  
Email: [reservations@m-hotel.com](mailto:reservations@m-hotel.com)

**Copthorne Orchid Singapore** - Fax: 65 6250 9292 (reservations)  
Tel: 65 6415 6028 / 29 / 30 (reservations)  
Email: [rsvn@copthorneorchid.com.sg](mailto:rsvn@copthorneorchid.com.sg)

LOCATION MAP

Meeting Venues, Level 4, RCCC

