

GENERAL INFORMATION

Please Carefully Read the Following Important Information before proceeding to Register for the Conference.

*VENUE

Grand Copthorne Waterfront Hotel
392 Havelock Road, Singapore
Telephone: +65 6733 0880
Facsimile: +65 6737 8880

*REGISTRATION DESK

All delegates and exhibitors should register at the Conference Registration Desk located on level one, at the entrance to the exhibition area.

Hours of operation:

Sunday 19 October, 2008 4.30pm – 7.00pm
Monday 20 October, 2008 8.00am – 5.00pm
Tuesday 21 October, 2008 8.00am – 3.00pm

*CURRENCY

All Conference fees quoted are in American Dollars.

*REGISTRATION FEES

-Early Full Registration	<i>(closes 1 July,2008)</i>	\$1,250.00
-Full Registration	<i>(2 July – 31 August,2008)</i>	\$1,450.00
-Late Registration	<i>(from 1 September, 2008)</i>	\$1,750.00
-Day Registration	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday	\$ 900.00 per day

- FULL REGISTRATION INCLUDES

....entrance to all technical sessions, Conference literature including the Conference Handbook (one copy) and Speaker papers, morning/afternoon teas and lunches, Conference Reception Monday evening, satchel and name badge.

- PART TIME (DAY) REGISTRATION INCLUDES

....entrance to technical sessions on the day(s) of registration. Conference literature including the Conference Handbook (one copy) and Speaker papers, morning/afternoon teas and lunch(s) on the day(s) of registration, satchel and name badge.

- WHERE TO SEND YOUR COMPLETED DELEGATE REGISTRATION/ACCOMMODATION FORM AND PAYMENT – if printing off the PDF version.

Completed Delegate Registration/Accommodation forms accompanied by the appropriate payment, should be sent to PR Conference Consultants. Completed Registration/Accommodation forms will be accepted by facsimile if paying by MasterCard, Visa or American Express. **Please note we DO NOT accept Diners Club.**

Direct debit or payment by cheque or bank draft, must be prearranged by contacting PR Conference Consultants.

- CONFIRMATION OF REGISTRATION AND ACCOMMODATION

All Registration/Accommodation forms and payments received at PR Conference Consultants Pty Ltd by **Monday 29 September, 2008** will be confirmed in writing. ALL confirmations will be forwarded to you by PR Conference Consultants Pty Ltd in the form of an official receipt accompanied by a 'Confirmation of Bookings' letter and this should be brought with you to the Conference.

Written confirmation of all Registration/Accommodation forms and/or payments received after **Monday 29 September, 2008** will not be provided prior to the Conference. Your official receipt and relevant social event tickets (if applicable) will be given to you when you register at the Conference Registration Desk. If desired, verbal confirmation can be obtained by phoning PR Conference Consultants Pty Ltd.

Please note that all credit card payments will be processed in Australian Dollars and will appear this way on your credit card bank statement. Due to currency fluctuations the amount charged to your card may not exactly equal the cost of the Conference Registration payment.

We have recently become aware of a fraudulent scheme whereby goods and services are purchased by phone, fax or electronically using stolen credit cards, then the perpetrator cancels the service and asks for a refund to be made to a different credit card. This results in a loss to either the owner of the stolen card or to the merchant.

To reduce the risk to IPWRTC and Conference delegates we will institute additional security checks when obtaining authorisation of credit card payments. In addition, refunds will only be given after the Conference and when requested in writing, signed by the person who requested the service, and will only be made to the card which was originally debited. Refunds **will not** be made to another card, by cheque or electronic funds transfer.

***SPECIAL DIETARY REQUIREMENTS/DISABILITY ASSISTANCE**

Due to Privacy Laws, and if you have indicated on your registration form, details of your requirements have been passed on to relevant third parties. Please confirm these requirements at the Conference Registration Desk.

***ACCOMMODATION (Please ensure you read this section)**

Special discounted rooms have been reserved at the Grand Copthorne Waterfront Hotel for Conference delegates if booked through PR Conference Consultants. One breakfast is included. Bookings will not be taken for accommodation unless the registration payment is also made. Please also note that for ease of registration, the Singapore dollar amount of the accommodation rate has been converted to US dollars and includes 7% GST and 10% Service charge.

One night's deposit is required to secure your booking. The balance of accommodation account and any incidental charges should be finalised with the hotel concerned upon check-out. Please note all bookings are on a request basis and you will be notified if there are any problems with the booking. Bookings made after 15 September, 2008 will be on a request only basis and cannot be guaranteed. The Hotel has advised that any cancellation or no show received on or after 7 October, 2008, will be charged equivalent to the entire duration of the stay.

Grand Copthorne Waterfront Hotel, Singapore

Superior	\$275.00 per room, per night	(S\$330.00 ++)
Superior Club	\$300.00 per room, per night	(S\$360.00 ++)
	<i>Single/Double/Twin</i>	

If you require accommodation the Friday night following the Field Trip to Vietnam (*optional*) then Superior rooms only are available at \$240.00 per room, per night (S\$280.00 ++)

***EXHIBITION and/or SPONSORSHIP**

If your company is interested in promoting their product and/or service at the Conference, please visit the Exhibition/Sponsorship section of the Conference Web site for relevant information or phone PR Conference Consultants at +61 3 5781 0069 or email enquiry@prcc.com.au

***DRESS CODE FOR SOCIAL EVENTS**

Conference Sessions:	<i>Casual</i>
Conference Reception (Monday evening):	<i>Smart Casual</i>
Tours:	<i>Smart Casual, flat heeled shoes</i>
Field Trip:	<i>Casual, flat closed in shoes</i>

***NON SMOKING POLICY**

The Conference will be smoke-free. Smoking will not be permitted at the Technical Sessions, Exhibition or Conference Functions.

***AIR TRAVEL**

Due to the varied advertised fees with airlines to Singapore, the Committee has decided to allow delegates to make their own arrangements to travel to Singapore for the Conference.

International delegates are reminded to check with their Embassy regarding entry visas.

Taxis depart at regular intervals from Singapore Airport to the city centre. It is also possible to pre book transfers by referring to the ***Optional Items*** section on the Registration form.

***CURRENCY AND BANKING**

Singapore Dollars and the GST rate is 7% and a 10% food and beverage tax sometimes applies. In the city and resort areas, major credit cards can be used for a wide range of goods and services. Foreign currency exchange is also available at the Airport and the City Centre. Travellers cheques can be cashed at banks, bureaux de change, hotels and some shops.

***NAME BADGES**

When registering each delegate will be issued with a Conference name badge and it is requested the badge be worn during the Conference and also the Conference Welcome Reception.

***WEATHER**

It will be Spring in Singapore in October. The average maximum during the day is 30°C (86F) and of a night the temperature can be as low as 20°C (68F). Humidity is high. An umbrella is suggested.

***ELECTRICITY**

Singapore's electricity voltage for domestic use is 230 volts, 50 hertz. If you travel to Singapore with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. The Grand Copthorne Waterfront Hotel provides hairdryers and has outlets for electric shavers.

***DISCLAIMER**

The speakers, topics and times are correct at the time of printing. IPWRTC reserves the right to delete or alter items in the Conference program.

***LIABILITY/INSURANCE**

IPWRTC and PR Conference Consultants Pty Ltd cannot accept responsibility for any financial losses incurred by the delegates and exhibitors in the event of industrial disruptions or natural disasters. Nor can IPWRTC or PR Conference Consultants Pty Ltd take responsibility for injury or damage to persons or property occurring during the Conference. Personal Insurance is the responsibility of the individual delegate and exhibitor.

***PRIVACY CLAUSE**

We will only use your personal information for the purposes (primary and secondary) which are permitted by the *Information Privacy Act 2000*, and we will take reasonable steps to ensure that we make you aware of how we use the information. We may use personal information about you in a variety of ways including:

- Updating you with Conference information
- Invoicing
- Maintaining our relationship with you
- Assisting you with future business
- Provision of an Attendees list when you register at the Conference

The organisations to whom we make disclosures include:

- Venues, Service Providers, PR Conference Consultants

***CANCELLATION POLICY**

Cancellations must be sent in writing, either emailed or faxed to PR Conference Consultants Pty Ltd (refer to 'Enquiries' section below for address or facsimile number). Cancellations received up to 45 days prior to the Conference receive a full refund, less \$150.00. Cancellations received less than 45 days and up to 21 days prior to the Conference will receive a 50% refund. **No refund will be given for cancellations received within 21 days of the Conference. Written notice of accommodation cancellation should also be either emailed or faxed to PR Conference Consultants Pty Ltd. Please refer to the *Accommodation Section* for the Hotel's cancellation policy.**

***ENQUIRIES**

Technical Program – *Mr Dennis Neilson*

Exhibition and Sponsorship - *Ms Pamela Richards*

Registration and Accommodation - *Mrs Erin Hewitt*

Secretariat Office -

PR Conference Consultants Pty Ltd

PO Box 502

Kilmore Vic 3764 Australia

Telephone: + 61 3 5781 0069

Facsimile: + 61 3 5781 0082

Email: enquiry@prcc.com.au

CONFERENCE FUNCTIONS

SUNDAY 19 October, 2008

PRE REGISTRATION

The registration desk will open at 4.30pm until 7.00pm. Take this opportunity to collect your Conference pack and avoid the Monday morning rush. Delegates can then make their own arrangements for dinner or consider booking for the **Night Safari**.

One ticket for the Pre-Registration is included in Full Time Registrations. Additional tickets are available at \$30.00 per person.

Please refer to the Optional Items section on the Conference Registration form for bookings.

MONDAY 20 October, 2008

CONFERENCE WELCOME RECEPTION

Asian Civilisations Museum

6.00pm – 8.30pm

Dress: Smart Casual

Delegates will meet in the foyer of the Grand Copthorne Waterfront Hotel at 6.00pm for a leisurely boat ride along the Singapore River to the Asian Civilisations Museum. Along the way view the older parts of Singapore arriving in the Harbour to view the **Merlion**, Singapore's icon to the rest of the world.



Our final destination, overlooking the mouth of the Singapore River, is the Asian Civilisations Museum and as its name suggests, focuses on the heritage of Asian cultures. The building had been a government office for the most of its life. The original building was much smaller than it is today, occupying what are our Southeast Asia and West Asia galleries. Designed by colonial engineer JFA McNair in the mid 1860's, and built by convict labour at a cost of £53,000, Government Offices as it was called then, was extended several times. It grew to accommodate practically the entire colonial bureaucracy. The office of the Colonial Secretary was there, as was the Legislative Chamber. The presence of the Surveyor General meant that up till very recently, the building was the focus of the cartographic coordinates of Singapore. The first wing (ACM I), located at Armenian Street, is a meticulously restored neo-classical building dating back to 1910. ACM 1 houses exhibits dedicated to Chinese civilisation and culture, as well as the highly acclaimed permanent exhibition, the Peranakan Legacy, which showcases the rich material heritage of the Peranakans from the Straits Settlements and the Indonesian Archipelago. Among the highlights are a display of the museum's renowned batik, embroidery and beadwork collections and a chance to view exquisite silver and porcelain pieces.



At the close of the evening delegates will be returned to the hotel by boat or can make their own arrangements.

Cost: \$110.00 per person and includes boat transfer, entrance to the Museum, harbour tour, light food and drink.

One ticket is included in Full Time Registrations. Additional tickets can be purchased by completing the "Optional Items" section on the Delegate Registration/ Accommodation Form.

TOURS

TOUR ONE: Monday 20 October, 2008 : ½ Day City Tour

The luxury coach will collect you from the Grand Copthorne Waterfront Hotel at 8.30am and explore the city by driving round the Civic District, passing by the Padang, Cricket Club, historic Parliament House, Supreme Court and City hall.

Next stop is a 37 minutes ride on the **Singapore Flyer**, Asia's most iconic architectural and engineering marvel. Experience the breathtaking, panoramic views of Singapore and beyond: the magnificent Marina Bay, towering skyscrapers and tropical greenery.

Visit **Thian Hock Keng Temple**, one of Singapore's oldest Buddhist-Taoist temples, before driving past Chinatown. Stop by a **Local Handicraft Centre** and observe craftsmen at work up-close.

Proceed to the **National Orchid Garden** located within Singapore Botanic Gardens, which boasts a sprawling display of 60.000 orchid plants.

Little India will entrance you with the scent of joss sticks, jasmine and spices.

Coaches will then return to the Grand Copthorne Waterfront Hotel, or you might like to remain in the City Centre for lunch and an afternoon of shopping.

Duration : 4.5 Hours
Cost : \$60.00 per person
Includes : **Luxury coach, admission to the Botanic Garden and Singapore Flyer**



TOUR TWO : Tuesday 21 October, 2008 : Harbour Cruise

The renowned Chinese Admiral Cheng Ho (Zeng He), holds an honorable place in the Chinese history as he visited parts of the world as the emissary of the Emperor of China in the 15th century. An exact replica of the famous **Imperial Vessel** of the Ming Dynasty, the Da Fu, **M.V. Cheng Ho**, allows you to sail in modern comfort and safety.

Passengers on the day cruises will stop at the **Kusu Island**, or Turtle Island, (except during the annual Kusu pilgrimage) to explore the **Chinese Temple**, Terrapin Sanctuary and Malay Shrine – the blissful blending of different religion that makes Singapore so unique. Your journey then continues past Lazarus, a popular weekend getaway for picnickers and divers, before returning to Singapore.

Two A) Morning Glory Cruise : Starting Time: **10.30am**
Tour B) High Tea Cruise : Starting Time: **3.00pm**

Duration : 2.5 Hours
Cost – Tour Two A : \$40.00 per person
Cost – Tour Two B : \$45.00 per person
Includes : **Luxury coach, boat cruise, coffee/tea, biscuit or cake pastry**



TOUR THREE : Sunday 19 October, 2008 : Night Safari

For dinner Sunday evening, after you have collected your Conference pack, why not organise a visit to the Night Safari. The world's first **Night Safari**, set in 40 hectares of secondary jungle, 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 moon glow lighting.

Roam the jungle in the complete safety and comfort of a **Tram** which takes you through the East and West Loop. Pass by a large reservoir and weave through selected habitats designed specifically to replicate the natural environment from the Himalayan Foothills to the Southeast Asian Rainforest and Indian Subcontinent.

On completion of the tram ride, your tour guide will lead you on a walking trail where you will be able to view some animals at closer quarters.

Duration	: 4 Hours
Pick-Up Time	: 6.00pm
Starting Time	: 6.30pm
Includes	: Entrance, tram ride, souvenir and buffet dinner. (drinks at own expense)
Cost	: \$70.00 per person

Golden Jackal



Ulu-Ulu Restaurant

Tickets can be purchased by completing the "Optional Items" section on the Delegate Registration/ Accommodation Form.