General Information

Venue

The Horticulture CRSP Inception Workshop will be held at the National Institute of Education (NIE), located within the Nanyang Technological University campus at:

1 Nanyang Walk  
Singapore 637616  
Tel: (65) 6790 3888 (main)  
Email contact for this workshop: djpuccetti@ucdavis.edu

NIE is 42 kilometers from Changi International Airport-Singapore and approximately 27 kms from the Landmark Village and Albert Court Village hotels. A map of the center is attached to this information page.

Airport transfer arrangements

Changi International Airport is the airport servicing Singapore. Participants are expected to arrange for their own airport transfer to and from their respective hotels. Taxicabs are always available at the airport - please have the accurate address of your hotel for the taxi driver’s information.

Taxis from the airport to the hotels cost between S$10 and S$35.00. The airport website (http://www.changiairport.com) provides extensive information on the services and facilities available at Changi International Airport. In contrast to the plans in Bangkok, participants are responsible for airport-hotel transfer charges.

Lodging and Meal Arrangements

Participants will be booked in the following hotels:

Nanyang Executive Center  
(located on the Nanyang Technological University campus)  
60 Nanyang View  
Singapore  
Tel: +65 6790 6697  
FAX: +65 6794 7860  
Email: MFTAI@ntu.edu.sg

Landmark Village Hotel  
390 Victoria Street  
Singapore  
Tel: +65 6297 2828  
Fax: +65 6295 4332  
www.stayvillage.com/landmark

Albert Court Village Hotel  
180 Albert Street  
Singapore 189971  
Tel: +65 6339 3939  
Fax: +65 6339 3253  
www.stayvillage.com/albertcourt

Participants staying at the Landmark Village or Albert Court Village Hotels will be provided complimentary transportation to the NIE meeting venue once in the morning and once every evening to return to the hotels after workshop activities. The exact transportation schedule for each of the Workshop dates will be announced.
Lodging and Meal Arrangements (continued)

Charges for extra beds/persons, mini-bar, laundry and room services, telephone/fax use, internet, etc are participants’ costs and should be settled at the front desk upon check-out. You will be asked for a credit card upon check-in.

The workshop will include the following meals and refreshments:

Welcome reception, 16 May, 4:30-6:30 pm
Tea breaks and lunches on 17 & 18 May
Farewell dinner, 18 May

The Sunday welcome reception will be held at the LT1 on campus and the farewell dinner hosted by Kasetsart University will be held at the Faculty Club on the NIE campus. Tea breaks and lunches for the duration of the workshop will be in the session rooms and the cafeteria, respectively.

Participants are responsible for the costs of all other meals.

It is important that check-in and check-out dates are communicated to Diana Puccetti (djpuccetti@ucdavis.edu) for room reservation purposes.

Meeting Registration

Registration is scheduled for Sunday, 16 May, 3-4:30 pm in the Plaza Area, Ground Floor Level-NIE outside LT1.

Currency exchange

The currency in Singapore is the Singapore dollar (S$) with a current exchange rate of US$1 = S$1.38.

Presentation needs and requirements

Presenters should preferably use PowerPoint for their presentations. Projectors and portable computers will be available. Please advise the organizers, ahead of time, of any additional facilities or equipment needed for your presentation.

Email and Internet services

Wireless Internet access will be available in the hotels and at the NIE campus. The access parameters for the University's wireless network will be provided at the workshop. For any other communication needs, please do not hesitate to contact the workshop secretariat.
Medical emergencies

Your health and safety are important to us; please ensure that you have medical insurance coverage for your trip. In case of emergency, Medical Centre (Gethin-Jones Medical Practice Pte Ltd). It is located at the South Academic Complex, beside the Lee Kong Chian Lecture Theatre. Medical Centre, NTU; 1 Nanyang Avenue; SS3-B2-15; Singapore 639798. Call 6793-6974 or 6793-6828 during office hours for enquiries.

Expense reimbursements

For participants who are either fully- or partially-funded by HORT CRSP and requesting reimbursement, whenever possible, please submit original copies of official receipts for expenses incurred in relation to this workshop, in compliance with University of California-Davis and USAID policies. Airticket receipts should be those issued either by the airlines, if directly purchased, or by the travel agency from where the tickets were purchased. Please also indicate the manner of reimbursement preferred (i.e. check or wire transfer) and provide the details. You are requested to complete a reimbursement form which is found at: http://hortcrsp.ucdavis.edu/main/Non%20Employee%20Travel%20Expense%20Reimbursement%20Worksheet.pdf

Climate

Singapore is warm and humid year round, with the temperature almost always above 20°C (68°F), even at night, and usually reaching 30°C (86°F) or more during the day. Rain showers are common.

Miscellaneous

The power voltage in Singapore is 220V, and most plugs are the three rectangular pin British standard???. (SHIRLEY: PLS CONFIRM)

Cellphones can be rented at __________ or SIM cards can be easily purchased in most places as long as your phone units can receive and operate on these SIM cards.

Workshop Secretariat

If assistance is needed, please feel free to contact any of the following secretariat members:

Diana Puccetti
Chelo Abrenilla
Amanda Crump