

**HWA CHONG ASIA-PACIFIC YOUNG LEADERS SUMMIT**  
**Pre-Departure Information Sheet July 2011**

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Hwa Chong Asia-Pacific Young Leaders Summit (HC-APYLS) will be held from 18<sup>th</sup> July to 26<sup>th</sup> July 2011. This document is intended to be a guide for all teachers-in-charge/teacher chaperones and student participants attending the summit this year. It contains a list of required administrative procedures as well as recommendations on the packing list based on the summit programme this year. Please ensure that you have completed all relevant steps prior to your arrival at Hwa Chong Institution (HCI) this coming July 2011.

More information and updates can be found on the official summit website at <http://apyls.hci.edu.sg>.

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**REGISTRATION PROCEDURES**

All teachers-in-charge/teacher chaperones are to ensure that the following forms have been collated and faxed/emailed/posted to Hwa Chong Institution (Attention: Mr Khairulzad) prior to the stated deadline.

- School Confirmation Reply Slip** (Deadline: 28<sup>th</sup> February 2011)
- Teacher Chaperone Indemnity Form** (Deadline: 8<sup>th</sup> April 2011)
  - Form would have been downloaded at the end of the online registration process, which was done at <http://www.hci.sg/hwangcl/apyls/teachers.php>
- Student Indemnity Form** (Deadline: 8<sup>th</sup> April 2011)
  - Form would have been downloaded at the end of the online registration process, which was done at <http://www.hci.sg/hwangcl/apyls/students.php>
- Flight Details Form** (Deadline: 1<sup>st</sup> June 2011)
  - The form was emailed to all teachers-in-charge/teacher chaperones.

**TRAVEL REMINDERS**

Teachers-in-charge/Teacher chaperones should also ensure that you have done the following, where necessary:

- Booked and confirmed flights to and from Singapore
- Obtained a visitor visa to Singapore, if necessary (<http://www.ica.gov.sg/index.aspx>)
- Obtained suitable travel insurance (recommended for overseas students)



## **ARRIVAL PROCEDURES**

### **Arrival via Changi Airport, Singapore**

Upon arrival at the local airport, a summit facilitator will meet you at the respective Arrival Hall/Terminal. The facilitator will welcome you and accompany you to the Hwa Chong Institution Boarding School (<http://www.hcibs.edu.sg>).

Please do not leave the airport on your own as airport pick-up will be provided. If for some reason, your flight is delayed or you experience a problem with your pick up at the airport, please contact Mr Khairulzad at (+65) 92716935 (24 hours).

### **Arrival from within Singapore (via car or public transport)**

Please advise the Institution of your approximate arrival time by contacting Mr Khairulzad at [khairulzad@hci.edu.sg](mailto:khairulzad@hci.edu.sg) prior to the commencement of the summit.

## **EMERGENCY CONTACTS**

### **Mailing Address:**

The Secretariat (Attention: Mr Khairulzad)  
Hwa Chong Asia-Pacific Young Leaders Summit 2011  
Hwa Chong Institution  
661 Bukit Timah Road  
Singapore 269734

Should you have any further questions, please do not hesitate to contact us via the institution's fax at (+65) 64674366 or via email at:

Official Email : [apyls@hci.edu.sg](mailto:apyls@hci.edu.sg)  
Ms Audrey Cheong : [audrey@hc.edu.sg](mailto:audrey@hc.edu.sg)  
Mr Khairulzad : [khairulzad@hci.edu.sg](mailto:khairulzad@hci.edu.sg)



## RECOMMENDED PACKING LIST

Singapore has a warm and humid climate throughout the year and the daily average temperature ranges between 24 and 31 degrees Celsius. Light clothing is generally recommended. Please note, however, that for some programme activities, you are required to be formally dressed.

### Clothing

- T-shirts and shirts (4 HC-APYLS Polo T-shirts will be provided)
- 2 formal outfits (for use at the opening/ closing ceremonies and visit to the Istana). Formal wear includes:
  - At least 1 full set of formal, ceremonial school uniform, including school blazers and appropriate formal footwear
  - One set of national/cultural attire
- 3 pairs of formal pants/skirt (dark coloured, non-jeans)
- 2 pairs of jeans or casual pants/skirts (recommended for visits to organisations)
- 2 pairs of bermudas or shorts
- 1 pair of track pants
- 1 set of clothes suitable for painting activity (For mural painting of walls as part of a community service activity)
- Pyjamas or other sleeping attire (as appropriate)
- 1 set of warm jacket or jumper
- Undergarments
- Towel
- Socks and sports shoes
- Casual shoes or walking shoes (for visits to organisations)
- Flip-flops (slippers or sandals)

### Essential

- Passport (for non-Singaporeans only)
- Personal medication
- Personal toiletries
- Spending money (in Singapore currency)
- Stationery (do not include scissors, staplers aboard the plane)
- Travel adapters (*Singapore voltage is 220-240 volts AC, 50 cycles per second and the power plugs used in Singapore are of the three-pin, square-shaped type.*)

### Optional

- Electronics (camera, laptop computer, mobile phone)
- Sunblock/sunscreen, sunglasses and hat/cap for sun protection
- 1 set of swimwear
- Umbrella

*Meals, accommodation, transport and course materials will be supplied while students are at HC-APYLS. Students will be able to wash and iron clothes using the laundry facilities available in the Hwa Chong Institution Boarding School.*