



PRE-DEPARTURE INFORMATION SHEET

HC-APYLS 2017





Hwa Chong Asia-Pacific Young Leaders Summit (HC-APYLS) will be held from 24th July to 31st July 2017. This document is intended to be a guide for all teachers-in-charge/teacher chaperons 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 2017.

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

CONTENT

1. Registration Procedures
2. Travel Reminders
3. Summit Preparations
4. Arrival Procedures
5. Emergency Contacts
6. Recommended Packing List
7. Summit Programme

REGISTRATION PROCEDURES

Registration

Teachers-in-charge/ Teacher chaperons should have, by this point, ensured that all necessary particulars and documents have been submitted. These include:

- The teacher chaperon registration form
- The student delegate registration form
- Parent's consent forms for each participant
- Scanned copies of teacher chaperon and students' passports (page with photo identification and date it expires)
- Photos to be used for registration and summit publications

Flight Details Form

Please proceed to submit your flight details at: <http://apyls.hci.edu.sg/registration.html> (**Deadline: 25th June 2017**). Be sure to arrive before 23 July 2017 (Sunday), 1400h, and depart after 1 August 2017 (Tuesday), 0800h.

TRAVEL REMINDERS

Teachers-in-charge/Teacher chaperons 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 participants)



SUMMIT PREPARATIONS

In preparation for the upcoming Summit, student delegates are required to work on a few tasks. In summary, these are the tasks which students have to work on:

A. Student Dialogue, Deadline: 25th June 2017

1. Presentation Slides
2. Executive Summary
3. Poster

B. Cultural Exhibition, Deadline: 25th June 2017

1. Complete Logistics List

C. Cultural Performance, Deadline: 25th June 2017

1. Cultural Performance Plan

Please do ensure that these items are sent to apyls@hci.edu.sg in soft copy, PDF format, by the stipulated deadline.

Student delegates are also reminded to bring the **physical copy of their poster** as well as other items they would use for the cultural exhibition and performance.

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 Ms Liw Wenyan at (+65) 93666234 (24 hours).

Alternatively, you may contact the HC-APYLS Operations Room at +65 6468 3955 ext 7701 (Please key in the extension when prompted by the automated answering system).

Arrival from within Singapore (via car or public transport)

Please advise the Institution of your approximate arrival time by contacting the Summit registration team at apyls@hci.edu.sg prior to the commencement of the summit. Please be sure to arrive before 23rd July 2017, 1400h



EMERGENCY CONTACTS

Mailing Address:

The Secretariat (Attention: Ms Liw Wenyan)
Hwa Chong Asia-Pacific Young Leaders Summit 2017
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
Ms Liw Wenyan : liwwy@hci.edu.sg
Ms Vera Kwek : verakwek@hci.edu.sg



RECOMMENDED PACKING LIST

Singapore has a warm and humid climate throughout the year and the daily average temperature ranges between 25 and 31 degrees Celsius. Light clothing is generally recommended. Please note, however, that for some programme activities, you are required to be formally dressed.

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.

Clothing	Quantity
1. Formal, ceremonial school uniform, including school blazers and appropriate formal footwear OR Formal dress of appropriate length and design (i.e no spaghetti straps or cut-outs) / button up with long pants	1 full set
2. Formal national/cultural attire	1 set
3. Formal pants/skirt (dark-coloured, non-jeans)	3 pairs
4. Jeans or casual pants/skirts (recommended for visits to organisations)	2 pairs
5. T-shirts and shirts (4 HC-APYLS Polo T-shirts will be provided)	As appropriate
6. Bermudas or shorts	2 pairs
7. Track pants	1 pair
8. Clothes suitable for outdoor activities (Outdoor activities may involve water and colour dyes, hence clothes may be stained. Long pants and long-sleeved T-shirts are recommended. Socks and covered shoes are also required to participate in the outdoor activities)	1 set
9. Sleeping attire	As appropriate
10. Warm jacket or jumper	1 set
11. Swimwear	1 set
12. Undergarments	As appropriate
13. Towel (for bathing)	
14. Socks	
15. Sports Shoes	1 pair
16. Formal shoes (flats/leather shoes/court shoes)	1 pair
17. Casual shoes or covered walking shoes (for visits to organisations)	1 pair
18. Flip-flops (slippers or sandals)	1 pair



Essentials	Quantity
1. Passport	For non-Singaporeans only
2. Personal medication	As appropriate *Please note that toiletries are not provided
3. Personal toiletries* (e.g body soap, shampoo, face wash, toothpaste, toothbrush)	
4. Medicine (e.g. Panadol, inhalers)	
5. Spending money (in Singapore currency)	
6. Stationery (do not include scissors, staplers onboard the plane)	
7. 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.) (Are provided as part of Summit package)	
8. Sunblock/ sunscreen	
List of prohibited items: http://www.caas.gov.sg/caas/en/About_CAAS/Our_Strategic_Thrusts/Safety_Oversight_x_Promotion/Carriage_of_Items_by_Air/	

Optional	Quantity
1. Electronics (camera, laptop computer, mobile phone)	As appropriate
2. Sunglasses and hat/ cap for sun protection	
3. Umbrella	

Summit Programme

We are pleased to inform you that the 11th HC-APYLS will include a formal visit to the Istana. Delegates would enjoy a tea session with His Excellency Dr Tony Tan Keng Yam, President of Singapore.

We hope all participants are eagerly looking forward to the Summit and we look forward to meeting you soon!