

Information Bulletin



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AIR NAVIGATION WORLD 2023

ATM Procedures for Today

23-27 October 2023 | Singapore

Hosted by



CAAS
Civil Aviation Authority of Singapore

Grand Copthorne Waterfront Hotel, Singapore

A. INFORMATION ABOUT THE EVENT

1. Venue

The event will take place at the [Grand Copthorne Waterfront](#). The Grand Copthorne Waterfront is rated as one of the best hotels in Singapore. The hotel has a big conference center with multiple meeting rooms and that can accommodate global events of up to 700 participants.

Perched by the river, the hotel marries a picturesque waterfront location and is near fun and animated Clarke Quay. The serene river-view hotel is tucked away from the hustle and bustle of the city and is the ideal one-stop-shop for travelers of all kinds.

2. Transport

The Grand Copthorne Waterfront is 26 kilometres from the Singapore Changi Airport and 3 kilometres from the city center, which can be reached by public transportation:

- By the Mass Rapid Transit (MRT) system, Thomson-East Coast line – alight at Havelock Station (TE16) [[Singapore MRT map](#)].
 - The trip from the Singapore Changi Airport to Havelock will cost S\$2.05 (approx. US\$1.50)
 - The trip from Havelock to Orchard will cost S\$0.99 (approx. US\$0.75)
- By taxi, Grab, Gojek or Tada
 - The trip from the Singapore Changi Airport to Grand Copthorne Waterfront will cost approx. S\$30 (approx. US\$23)
 - The trip from Grand Copthorne Waterfront to Orchard will cost approx. S\$15 (approx. US\$12)

3. Event Schedule

The preliminary event agenda and schedule can be consulted [here](#).

B. TOURIST INFORMATION

1. Entry to Singapore

SG Arrival Card

All visitors traveling to Singapore should complete the [SG Arrival Card](#), up to 3 days prior to entering the country.

Entry Visa

You may check if you require an entry visa at https://www.ica.gov.sg/enter-transit-depart/entering-singapore/visa_requirements. Please follow the instructions on the website to apply for an entry visa to Singapore.

2. What to do in Singapore.

There is a myriad of activities for everyone in Singapore, whether you are a nature lover, culture buff or thrill seeker, there is always something within easy reach for you. Visit <https://www.visitsingapore.com/see-do-singapore/> to check out the activities that you can experience while in Singapore.

3. What and where to eat.

Singapore is a multi-ethnic society. Our multi-ethnic culture and heritage present a multitude of cuisines, each with its own unique flavour.

Experience Singapore's first element on the UNESCO Representative List of the Intangible Cultural Heritage of Humanity – Hawker Culture. Hawker Culture in Singapore is an integral part of the way of life for Singaporeans, where people from all walks of life gather at hawker centres to dine and bond over their favourite hawker food, which are prepared by hawkers. Many of hawker dishes originated from the food cultures of different immigrant groups who settled in Singapore. Over time, they have evolved to become the distinctive local dishes that we love, and form an important part of our food heritage. More information on our hawker centres to enjoy Singapore's Hawker Culture can be found at <https://www.visitsingapore.com/editorials/the-street-food-of-singapore/>.

There are also a multitude of dishes that Singaporeans enjoy such as Chicken Rice, Chilli Crab and Laksa. For more information on the various must-try dishes in Singapore, visit <https://www.visitsingapore.com/dining-drinks-singapore/local-dishes/>.

4. Where to stay (Accommodation).

In terms of category, location and style, there is a wide variety of hotels in Singapore from which participants may choose. However, for greater convenience during the event, here is a list of hotels recommended by the host State with special rates for event participants.

a. Grand Copthorne Waterfront

Website: [Grand Copthorne Waterfront](#)

Room Category	Room inclusive of 01 Breakfast & Wifi
Grand Deluxe	S\$305++
Premier Room	S\$335++

Subject to 10% service charge and 8% Goods and Service Tax

Booking link: <https://www.millenniumhotels.com/en/Campaigns/Asia/Grand-Copthorne-Waterfront/Civil-Aviation-Authority-of-Singapore-2023>.

b. Copthorne King's

Website: [Copthorne King's Hotel Singapore](#)

Room Category	Room inclusive of 01 Breakfast & Wifi
Deluxe	S\$285++

Subject to 10% service charge and 8% Goods and Service Tax

Please contact or email the hotel directly to book a room at the reduced rate.

c. M Social Singapore

Website: [M Social Singapore](#)

Room Category	Room inclusive of 01 Breakfast & Wifi
Alcove Cozy	S\$195++
Loft Gallery	S\$235++

Subject to 10% service charge and 8% Goods and Service Tax

To book a room at **M Social** at the reduced rate, please email Dylan.Tan@millenniumhotels.com.

d. Holiday Inn Singapore Atrium

Website: [Holiday Inn Singapore Atrium Hotel](#)

Room Category	Room inclusive of 01 Breakfast & Wifi
Standard Room	S\$240++

Subject to 10% service charge and 8% Goods and Service Tax

Please contact ANW-ATM@icao.int to receive the room booking form for the Holiday Inn Singapore Atrium.

5. What to know as a visitor in relation to local practices and cultural norms. *Source: <https://tih.stb.gov.sg/content/tih/en/marketing-and-media-assets/guide-for-travel-agent.html>

- Singapore is a cosmopolitan city and English is widely spoken, but the language close to the heart of every Singaporean is Singlish. It's a colourful slang that combines English and local dialects.
- Travellers may notice packs of tissue paper on tables at hawker centres. This is the Singaporean way of reserving a table while patrons are away to place their food orders. Refrain from picking up the pack of tissue and simply look for another table.
- Singaporeans queue for everything, so visitors can join the line and wait for their turn.
- Unless they are in a rush, visitors should always keep to the left when taking the escalator.
- Tipping is not necessary as most hotels and restaurants in Singapore impose a service charge of 10% on their goods and services provided. Most hotels and restaurants quote prices as “++”, which denotes 10% service charge and 7% Goods and Services Tax (GST) on top of the total bill. Some restaurants may quote “+”, which means they only impose either service charge or GST.
- The no-smoking law is enforced in most public places, including the outdoors. Travellers who need to light up should do so only in designated smoking areas, usually marked by a yellow box.