



Dear Participant,

The International Civil Aviation Organization (ICAO) and Civil Aviation Authority of Singapore (CAAS) look forward to seeing you next week at the **ICAO APAC Regional Training Symposium (RTS)** on **16 to 17 July 2025, at the Suntec Singapore Convention and Exhibition Centre**. Before you depart for Singapore, please take a minute to review the helpful details below.

ATTEND THE SUMMIT

- **Venue location:** Suntec Singapore Convention and Exhibition Centre
- All panel sessions and meals will be held in Hall 401-402, Level 4
- Breakfast starts at 8:00 am on 16 to 17 July 2025
- Please be seated by 8:50 am for the opening session on Day 1
- Dress code for the Symposium is business attire
- [View the full Symposium programme here](#)

ARRIVING IN CHANGI AIRPORT

After the border clearance, you may take a taxi or private hire vehicle to the venue via ride-hailing apps such as Grab, GoJek, or Tada. Alternatively, you may take the Mass Rapid Transit (MRT) or bus to the venue.

Distance to the Venue:

- By car: About 25 minutes (18.4 km)
- By MRT: About 50 minutes
- By Bus: About 50 minutes

MRT transportation to the venue:

If you are staying at another hotel and plan to take the MRT to the venue, you can use the North South Line, East West Line, or Circle Line. [Click here](#) to view Singapore's MRT map.

HELPFUL TRAVEL INFORMATION

Visit the [destination page on the RTS website](#) for additional travel information.

CHECK-IN AT THE REGISTRATION DESK

Badges are required and must be worn during all RTS event activities. Visit our team to pick up your name badge at the registration desk, located on the 4th floor, outside of Hall 401-402 on 16 to 17 July 2025.

Please present your event confirmation email that has been sent to you when you have registered for verification purpose. You may also simply proceed to the registration desk and provide your namecard to check in and pick up your name badge.

WELCOME DINNER

- **Venue:** Timbre+ One North
- **Date and time:** 16 July 2025, 6.30pm – 8.30pm
- All registered participants are welcome for dinner.
- Shuttle buses are provided from Suntec Singapore and Exhibition Centre to Timbre+ One North, and vice versa.
- Buses depart from Suntec between 5.30pm to 6.00pm and will return from Timbre+ One North from 8.30pm to 9.00pm.

Join in for a casual welcome dinner hosted by CAAS at Timbre+ One North! Experience Singapore's vibrant food culture as you enjoy local culinary delights in a relaxed setting. Come hungry and ready for a memorable evening!



SOCIAL PROGRAMME & TECHNICAL VISITS

- **Date and time:** 17 July 2025, 2.00 – 6.00pm
- Tours are optional, and available on a first-come-first-served basis
- Shuttle buses are provided from Suntec Singapore Convention and Exhibition Centre at 2.00pm to the various locations. Shuttle buses will also be provided to return to Suntec Singapore Convention and Exhibition Centre at 5pm.
- [Find out more about the tours here.](#)

- Tours will be allocated on a first-come, first-served basis. Register your interest via [this link here](#).

Important Note: Tour reservations are only confirmed upon badge collection at the information counter, located at Suntec Singapore Convention and Exhibition Centre, Level 4, Hall 401 - 402. Please note that unconfirmed reservations will be released to other participants, and all technical visits confirmation are subject to the location's security clearances.

CONNECT TO WIFI

Delegates can access free Wi-Fi services during the conference using the **network: FREE_WiFi@SuntecSingapore**. Delegates are required to bring their own laptops to access the internet, and we ask you restrict your usage to simple web browsing activities.

If you have any questions, please stop by the registration desk for assistance.

→ [Visit the event website here](#)

Thank you for joining us, and we look forward to seeing you in Singapore. Safe travels!

~ RTS Event Conference Team
