

APSLF2015

ASIA PACIFIC STUDENT LEADERS FORUM
8 - 10 June 2015 • National University of Singapore

Beyond the Ivory Tower : University Social Responsibility

REGISTRATION BOOKLET

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Dear all,

On behalf of the organizing committee, we cordially invite you to attend the inaugural Asia Pacific Student Leaders Forum 2015 (APSLF 2015), co-organized by the Association of Pacific Rim Universities (APRU), National University of Singapore (NUS) and the NUS Students' Union (NUSSU). APSLF 2015 is a premier student-run conference that provides an open platform for university students, administrators and policy-makers to collaboratively seek solutions to the most pertinent social issues in the Pacific Rim region.

The conference theme is "Beyond the Ivory Tower: University Social Responsibility". As the world is steering towards a knowledge-based economy, universities have an increasingly significant role in the development of the society. This theme reflects the need to find solutions to the plethora of social issues we witness everyday by involving all stakeholders in a university to the people and communities they serve. The many facets of this theme will be explored throughout the 3-day conference program.

Committed to make your APSLF experience a fruitful one, we are delighted to have lined up a series of exciting events for you. On top of the 3-day conference program, we also provide numerous opportunities for informal networking. **You are strongly encouraged to attend our orientation program and Global Village on 7th June 2015.** These pre-conference sessions are specially arranged to help you become acquainted with your fellow delegates and get familiar with your new surroundings before embarking upon the APSLF journey.

This Conference Registration Booklet contains information on the preliminary program, the venue, information for your travel planning as well as the registration guidelines and FAQs. We are still in the midst of updating our website. Meanwhile do keep a look out for updates on the APRU website <https://apru.org/creating-global-leaders/apslf>.

We look forward to seeing you in Singapore!

warmest regards,

Soo Chin, Geoffrey and Wu Yi

APSLF 2015 Conference Co-chairs

About APRU

The **Association of Pacific Rim Universities (APRU)**, formed in 1997, is a consortium of leading research universities in the Pacific Rim. APRU aims to foster education, research and enterprise thereby contributing to the economic, scientific and cultural advancement in the Pacific Rim. APRU embodies a commitment to global academic and research standards in both its objectives and guiding principles.

APRU recognizes that its activities can be powerful catalysts for expanding educational, economic, and technological cooperation among the Pacific Rim economies. In this regard, the association seeks to promote dialogue and collaboration between academic institutions in Pacific Rim economies so that they can become effective players in the global knowledge economy.

Member Universities



Australian
National
University



THE UNIVERSITY OF
MELBOURNE



THE UNIVERSITY OF
SYDNEY



UNSW
AUSTRALIA



UNIVERSIDAD DE CHILE



Member Universities



Keio University



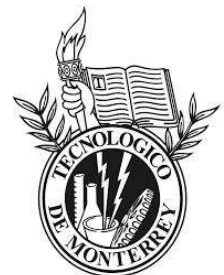
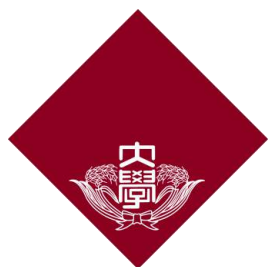
OSAKA UNIVERSITY



TOHOKU
UNIVERSITY



東京大学
THE UNIVERSITY OF TOKYO



Australia

Australian National University
University of Melbourne
University of Sydney
UNSW Australia

Canada

University of British Columbia

Chile

University of Chile

China

Fudan University
Hong Kong University of Science and Technology
Nanjing University
Peking University
Tsinghua University
University of Hong Kong
University of Science and Technology of China
Zhejiang University

Chinese Taipei

National Taiwan University

Indonesia

University of Indonesia

Japan

Keio University
Kyoto University

Osaka University
Tohoku University
University of Tokyo
Waseda University

Korea

Korea University
Seoul National University
Yonsei University

Malaysia

University of Malaya

Mexico

Monterrey Institute of Technology and Higher Education
National Autonomous University of Mexico

New Zealand

University of Auckland

Philippines

University of the Philippines

Russia

Far Eastern Federal University

Singapore

National University of Singapore

Thailand

Chulalongkorn University

USA

California Institute of Technology
Stanford University
University of California, Berkeley
University of California, San Diego
University of California, Los Angeles
University of California, Santa Barbara
University of California, Irvine

University of California, Davis
University of Oregon
University of Southern California
University of Hawai'i at Mānoa
University of Washington

Quick Facts

45

leading research universities

16

Based in economies

3

Including the world's largest

140,000

faculty members

2 million

students

Member Universities



Berkeley
UNIVERSITY OF CALIFORNIA

UC San Diego

UCLA



UC Irvine

UCDAVIS
UNIVERSITY OF CALIFORNIA



UNIVERSITY
OF OREGON



USC University of
Southern California



UNIVERSITY
of HAWAI'I
MĀNOA

W
UNIVERSITY of
WASHINGTON

AIMS & OBJECTIVES

The inaugural Asia-Pacific Student Leaders' Forum (APSLF) 2015 aims to bring together the 3 *main stakeholders* in a university: **students, administrators and university policymakers**, to discuss on how university can prepare students to solve a plethora of pertinent social issues such as poverty, climate change and income inequality. We hope that by bringing together all three stakeholders in a forum would enable us to have a more holistic understanding on how universities can prepare young people to become social change agents in the future.

During the event, there would be opportunities for student leaders from various countries to come together as a team to propose an initiative of their choice. Furthermore, the administrators and policy makers could act as mentors, to guide the student leaders, fine-tune their ideas and provide them with feedback.

Ultimately, we hope that this Forum is able to leverage on the experience of the administrators and policy makers and to maximize and the youthful passion of the student leaders to generate ideas and engage in meaningful action that benefit global humanity.

#APSLF2015

“The inaugural Asia-Pacific Student Leaders' Forum (APSLF) 2015 aims to bring together the 3 main stakeholders in a university: students, administrators and university policymakers, to discuss on how university can prepare students to solve a plethora of pertinent social issues.”

As the world is becoming one global village and steering towards a knowledge-based economy, universities have a significant role in the development of the society. Just as the term “University Social Responsibility (USR)” grows in popularity, it is paramount that universities should go beyond developing more than mere intellectual capabilities of students.

Universities, being the incubators for our future leaders, needs to inculcate good social values amongst the students and to train them into socially responsible young adults.

Question to Ponder

Are universities simply educational institutions or should they play a more significant role in society?

THEME

To promote and facilitate the development of good USR practices in Asia Pacific, we have chosen the overarching theme as “**Beyond the Ivory Tower: The Social Responsibility of the University**”.

Discussions would centre on the university’s role in providing the enabling conditions and programmes that encourages social engagement and innovation amongst its students.

With the advent of creative innovations and an active youth population ready to take action to eradicate the social problems of today, APSLF 2015 may be the ideal platform for young and aspiring change makers across the region to band together.

In order to better facilitate the discussions on USR at the Forum, we have sub-divided our overarching theme into two sub-themes: **Social Engagement** and **Social Innovation**.

SOCIAL ENGAGEMENT

One of the most direct avenues for universities to be socially responsible is to encourage students to become more socially engaged. Young people should be encouraged to participate in the civic life through volunteerism, community service and activism. Indeed, from prominent young activists like Malala Yousafzai to young volunteers in grassroots organizations, they are striving to help to improve social conditions, and inspiring others through their actions.

Thus, we aim to explore the methods which universities can provide the right education, conducive environment and supporting resources to further empower students to actively participate in the society.

SOCIAL INNOVATION

Social innovation is the implementation of novel ideas and policies to address urgent social problems in a society. To combat social problems that have persisted and continue to exist beyond our generation, student leaders have to come up with creative and sustainable solutions.

Young people, like Edwin Broni-Mensah who started Give Me Tap, illustrated clearly that with passion and knowledge, he could generate interesting “out-of-the-box” solutions for many persistent problems in society today. Thus, under this sub-theme, our focus is on the creation of novel ideas and technologies, and the effective implementation of such ideas through entrepreneurship or social movements.

Given that APRU member universities have some of the best resources and research facilities in the world, we hope to bring great talents from across the globe together to tap on this synergistic effect and bring forth innovation and positive change socially.

CONFERENCE FORMAT

1. social media engagement

Prior to the forum, we would first seek to better understand the participants' interests and needs via registration. Subsequently, we hope to leverage on social media / videoconferencing to get each other in touch in the months leading up to the conference.

2. unconference sessions

At APSLF, traditional keynote speeches aside, the bulk of panel sessions will feature interactive discussions in small groups. On top of that, there would be opportunities for participants to lead discussion sessions and present their ideas on topics of their interest during the unconference sessions.

Based on the overarching topic of 'USR and Social Issues', participants are encouraged to bring up topics for exchange or initiate solutions and problem-solving strategies.

CONFERENCE FORMAT

3. working groups

A Working Group Session is designed as a team-based project development event where delegates of diverse expertise and backgrounds work together to address specific social issues.

Upon registration, you will be required to rank your preferences on the various social issues you are interested to work on. Allocation of working groups will be based on balloting rules, not a first-come-first-served basis.

Each group is expected to work throughout Day 1 and 2 and eventually appoint presenter(s) to showcase their deliverables (proposals/posters) to a panel of seasoned judges.

**University Administrators and Policy-makers will be invited to participate in the working groups as Group Mentors.*

4. judging sessions

Top three winners will be recognized publicly at the Closing Ceremony and a special mention and award will be given to the best team.

DAY 0

7 June 2015

SUNDAY

Student delegates and University Administrators and Policy-makers are to attend all sessions

0600 - 1800

Arrival

1800 - 1930

Orientation & Ice-breaking Activities

1930 - 2200

Global Village : International Cultural Night (Optional)

DAY 1

8 June 2015

MONDAY

Student delegates and University Administrators and Policy-makers are to attend all sessions

0830 - 0900

Registration

0900 - 1000

Opening Address

1000 - 1200

Keynote Speeches

1200 - 1300

Networking Lunch

1300 - 1500

Concurrent Plenary Sessions

Panel Discussion I

Panel Discussion II

Panel Discussion III

1500 - 1530

Tea Break

1530 - 1600

Preparatory briefing for Working Group Session

1600 - 1800

Parallel Working Groups (DAY 1)

1800 - 1830

Closing & Debrief Session

1830 - 2000

Dinner

DAY 2

9 June 2015

TUESDAY

Student delegates and University Administrators and Policy-makers are to attend all sessions

0930-1000	Kickstart Day 2 Conference		
1000-1200	Parallel Unconference Sessions		
	Unconference Session I	Unconference Session II	Unconference Session III
1200-1300	Networking Lunch		
1300-1500	Parallel Working Groups (DAY 2) Student delegates	Interactive Roundtable School admins and policymakers	
1500-2200	Social Programmes : City Tour		

DAY 3

10 June 2015

WEDNESDAY

Student delegates and University Administrators and Policy-makers are to attend all sessions

0900-1100	Parallel Working Groups (DAY 3)		
1100-1200	Networking Lunch		
1200-1230	Preparation for Parallel Judging Sessions		
1230-1500	Parallel Judging Sessions		
	Judging Session I	Judging Session II	Judging Session III
1500-1600	Adoption & Recommendation		
1600-1700	Closing Ceremony		
1700-1800	Departure for Gala Dinner		
1800-2300	Gala Dinner + Farewell Party		



GLOBAL VILLAGE

Special Event #1

Day 0, 7th June 2015, Sunday
7.30pm - 10.00pm

Celebrate the cultural diversity of APRU!

Global Village is a pre-conference social event that aims to showcase the different cultures across the Pacific Rim. Games, snacks, dances, music - this is an amazing opportunity for you to meet your fellow delegates and kickstart your APSLF experience.



Get a glimpse of the spectacular Singapore!

Although relatively small in size, Singapore has plenty of attractions to keep you on your toes. At APSLF 2015, we have hand-selected a great range of sightseeing spots to help you discover this exciting city.

CITY TOUR

Special Event #2

**Day 2, 9th June 2015, Tuesday
3.00pm - 10.00pm**



GALA DINNER

Special Event #3

Day 3, 10th June 2015, Wednesday
6.00pm - 11.00pm

Celebrate the end of your APSLF journey with us!

We will conclude the 3-day conference with the Closing Night Gala, a formal event complete with a 8-course banquet dinner, a photobooth and a lineup of performances. With the night in full swing, the revelry continues at the afterparty. Be thrilled to end your APSLF experience on a high note!



CONFERENCE VENUE

- ▶ 24/7 Starbucks
- ▶ PC/Mac Commons
- ▶ F&B/retail outlets
- ▶ Learning spaces
- ▶ Residences
- ▶ Open field

**At APSLF 2015, we will
give you a glimpse to
the model of living and
learning that is
'distinctively NUS'**

University Town™, NUS

An educational hub complete with residential spaces, teaching facilities and study clusters, NUS University Town™(UTown®) has created a lively intellectual, social and cultural environment that distinguishes the University through excellence in learning and student engagement. UTown features four residential colleges, an UTown Residence, an Education Resource Centre, Stephen Riady Centre, Town Plaza and Town Green.

The facilities at UTown such as learning café (Starbucks@Utown) and computer commons that are open 24/7 are purposefully designed to encourage collaborative learning and multidisciplinary engagement.

Check out <http://utown.nus.edu.sg/about-university-town/overview/> to find out more!



Fully Furnished Rooms

At APSLF 2015, your lodging needs will be covered and well taken care of. Your room at UTown comes fully furnished with a ceiling fan, bed, desk and a wardrobe that maximize living space. All the residences are in close proximity to many recreational facilities and conference venues at UTown.

ACCOMMODATION

@UTown

TRAVEL INFORMATION

Singapore Changi Airport is about 32km away from NUS. It takes about 30 minutes traveling by shuttle/taxi and >60 minutes by public transport.

APSLF 2015 Airport Shuttle Service

Complimentary shuttle service will be provided to and from Singapore Changi Airport on **7th June 2015 (arrival)** and **11th June 2015 (departure)**.

Registration for shuttle service is required. A pre-arrival survey will be sent out via email to all registrants closer to the conference to gather your arrival and departure timings.

- **Shuttle schedule from Changi Airport, 7th June 2015**

9.00am - 5.00pm*

* Indicates the last time shuttle departs Changi Airport heading to NUS.

- **Shuttle schedule to Changi Airport, 11th June 2015**

9.00am - 5.00pm*

* Indicates the last time shuttle departs NUS heading to Changi Airport.

Flight itinerary planning. For your convenience, do plan and book your flights based on the airport shuttle schedule above.

You are strongly encouraged to arrive on Sunday, 7th June 2015 by 6:00 pm in time for our orientation programs and Global Village (International Cultural Night).

However if you are unable to catch our shuttle service in time, you could alternatively travel by

Taxi

It is highly recommended to take a taxi from Changi Airport. This is the most efficient mode of transportation especially if you have heavy luggage. The fare should cost **between S\$30 to S\$50** to get to NUS University Town, depending on arrival time and traffic conditions. *Between midnight and 6 am there is an additional surcharge of 50 percent of the fare shown on the meter.* Most taxis accept credit cards but it is best to ask before getting in. Tipping is not expected.

Not all taxi drivers are familiar with the buildings on campus. Tell the driver you are going to **University Town/UTown** (abbreviated) **at NUS Kent Ridge Campus**. Or just provide the driver with the address below.

University Town, NUS

36 College Avenue East, Singapore 138600

Public Transport

The Singapore MRT train system runs from about 6am to midnight daily. From Changi Airport, take the MRT train to **Buona Vista station** on the **East-West line (Green line)**. Transfer to the **Circle Line (Yellow line)** and alight at **Kent Ridge Station**. Board the **NUS Internal Bus Shuttle D2** at Kent Ridge Bus Stop (**MRT Exit A**). Alight 5 stops later at UTown.



All participants are required to register for APSLF 2015 by submitting the Online Registration Form

HERE

Registration deadline

8 March 2015, Sunday, 11.59pm [GMT+8]

Confirmation

Upon submission of your completed registration form, you will receive a confirmation email **within 2-3 working days**. If you do not receive an email confirmation of your online registration, please inform the APSLF Secretariat at apslf2015@nussu.org.sg.

It is obligatory to bring the confirmation letter to the APSLF 2015 registration desk on 8th June 2015, as a proof of your registration.

Registration fees

Registration fees are waived for all registered students, administrators and policy makers. We will provide complimentary

- APSLF 2015 Conference booklet and collaterals
- Tea breaks/Lunches/Dinners
- **Accommodation at UTown residences (excluded administrators and policy makers)**
- Airport shuttle service
- Admission to all social events and conference proceedings

Accommodation

Accommodation for all registered administrators and policy makers

- Please refer to appendix for recommended hotel list for administrators' and policy makers' accommodation.
- University administrators and policymakers required to make their

own accommodations bookings. **Park Avenue Royal Rochester Hotel is highly recommended as the choice of accommodation for APSLF.**

- Please submit the attached Park Avenue Royal Rochester Hotel form in the appendix when making the booking for getting the APSLF 2015 special discount.

Visa application

Kindly visit the Singapore Immigration and Checkpoints Authority (ICA) page http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252&secid=165 to check if a visa application is required.

Purchase of Insurance

All international delegates are required to purchase insurance to ensure your safety. The organizers will not be liable for any damage/loss of items or accidents during the conference. Please make the purchase as soon as you receive the confirmation email.

Cancellation Policy

All cancellations must be notified to the APSLF Secretariat at apslf2015@nussu.org.sg in writing.

REGISTRATION GUIDELINES

General enquiries

1. What meals will be provided at the conference?

APSLF 2015 will provide all three meals (breakfast, lunch and dinner) throughout the conference and a Gala Dinner banquet after the closing ceremony. There will be tea breaks during intervals of the conference where light refreshments will be provided. Delegates are responsible for all other meals (eg. during city tour).

2. Will accommodation be provided?

We are glad to inform you that we will fully cover your lodging expenses throughout the conference. Please refer to **page 15** of the booklet for more details.

Should you choose to arrive in Singapore early or stay in Singapore to travel, feel free to enquire for our assistance. For accommodation suggestions, simply email us at apslf2015@nussu.org.sg.

3. How much money should I expect to bring for personal expenses?

We will fully cover your expenses for accommodation and basic meals throughout the conference. However, do mind that the conference does not cover expenses like meals or souvenirs during the city tour.

REGISTRATION FAQs

Delegates should expect to bring **at least SGD 200 (USD 150 equivalent)** for miscellaneous expenses during the conference.

Travel / Visa Applications

1. How do I apply for a visa? What kind of assistance can I get for that?

APSLF will issue a confirmation email (with your name and passport details) that can be used for your visa application. Do mind that it is your responsibility to obtain a visa in time for the conference.

2. How soon upon registration should I apply for a visa?

Since applying for a visa might take a while for many, it is crucial to start as soon as possible, preferably once you receive your confirmation email.

3. I need a support letter for my visa application. How should I obtain one?

The email confirmation that we will be sending out upon registration should suffice as a supporting document for your visa application.

However should you require any additional document, please visit <http://tinyurl.com/visasupportletter> to apply for a visa support letter. Please apply as soon as possible in order to expedite your visa application process.

4. Is it possible to get the APSLF secretariat to contact my country's embassy to validate my attendance in the conference?

We will not be able to contact the respective embassies on our own initiative, but if any embassy contacts us directly to confirm your attendance in our conference, we would be glad to do so.

6. Will transportation to and fro the airport be provided upon my arrival/departure?

We will be sending out a pre-arrival survey to all registered delegates to obtain your flight details. We will try our best to arrange shuttle services for all delegates to and fro the airport.

Alternatively, delegates have the choice of taking buses, the MRT (Mass Rapid Transit) or a taxi.

Please refer to **page 16 and 17** of the registration booklet for more details.

For more enquiries, feel free to contact the respective conference personnel →

CONTACT INFORMATION

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WU Yi (Ms.)

**Co-chair, Publicity and Communications
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apslf2015.pubs@nussu.org.sg

UNCONFERENCE SESSIONS : CALL FOR PROPOSALS

Introduction

Here at APSLF 2015, unconference sessions are intended to offer you a stimulating environment that foster peer-to-peer learning, collaboration and innovation.

Unconference is participant-driven. Based on the **overarching topic of 'USR and Social Issues'**, delegates could set their own agenda and lead the sessions.

Prior to the event, all delegates are encouraged to propose and vote for their preferred discussion topics/speakers, where the **highest voted topics will be chosen** for the 3 parallel timeslots. Other topics/speakers on the pending list will be selected and called upon, if time permits.

Delegates are also free to suggest impromptu sessions on the day itself.

Session Duration

A maximum of **20 minutes** will be allotted for each topic presentation.

Submission opens now till 10 May.
submit [HERE](#).

Topic selection

Anything could be proposed as a session agenda, as long as it revolves around the **overarching topic of USR and social issues**. You, the participants, are in total control of your own learning - if there are topics you are really interested in that don't appear on the agenda, you need to put them on there.

The agenda could be :

- conversations you want to have with others
- questions you want answered
- information you want to share/present
- a project you would like to help on

Session Format

As a presenter, you decide which format works best for your topic. A **projector and screen** will be available in the presentation room.

There are **4 general forms** that people usually adopt:

Talk

Poster presentation, group discussion, show and tell (eg. project introduction, product demo etc)

Make

Hands-on activity (eg. arts & craft etc)

Play

Educational games

Teach

Learn to do X (eg. sign language, first aid skills, elderly care tips etc)

IMPORTANT LINKS

Registration Form

<http://tinyurl.com/apslf2015registration>



Application for Visa Support Letter

<http://tinyurl.com/visasupportletter>



Unconference Proposal Submission

<http://tinyurl.com/apslf2015unconf>



APRU website

<https://apru.org/creating-global-leaders/apslf>



Conference website*

* currently under maintenance

www.apruslf.com



IMPORTANT DATES

Registration deadline

8 March 2015, Sunday, 2359 hours

Unconference submissions deadline

10 May 2015, Friday, 2359 hours

Organized by



In collaboration with



Appendix: Accommodation for University Administrators and Policymakers

PARK AVENUE ROCHESTER HOTEL ★★★★★

📍 31 Rochester Drive, 138637 Singapore, Singapore



Superior Double Room per night
SGD 220

- 1.5 km to NUS
 - 5.8 km to City Center
- 4 nights **SGD 872**

*Prices might be lower due to cooperation between NUS and Park Avenue Rochester Hotel
* Highly Recommended.

HILTON SINGAPORE ★★★★★

📍 581 Orchard Road, Orchard, 238883 Singapore, Singapore



Deluxe Double Room per night
SGD 280

- 7.1 km to NUS
 - Located at City Center
- 4 nights **SGD 1122**

[Book Now](#)

* Prices might change as the dates closes to the event

KENT VALE RESIDENCE ★★★★★

📍 121 Clementi Road, #01-19, Singapore 129802



Single Bed Room per night
SGD 190

- Located next to NUS
 - 7.4 km to City Center
- 4 nights **SGD 760**

*do contact NUS organizer to assist you in booking @ joern327@gmail.com

SILOSO BEACH RESORT, SENTOSA ★★★★★

📍 51 Imbiah Walk Sentosa, Sentosa Island, 099538 Singapore



Superior Double Room per night
SGD 162

- 11.1 km to NUS
 - 9.4 km to City Center
- 4 nights **SGD 648**

[Book Now](#)

* Prices might change as the dates closes to the event

Appendix: Accommodation for University Administrators and Policymakers

HOTEL JEN SINGAPORE



📍 1A Cuscaden Road, Orchard, 249716 Singapore, Singapore



Superior Double Room per night
SGD 243

- 6.3 km to NUS
- 1.1 km to City Center

4 nights **SGD 972**

[Book Now](#)

* Prices might change as the dates closes to the event

RIVERVIEW HOTEL SINGAPORE



📍 382 Havelock Road, Riverside, 169629 Singapore



Superior Double Room per night
SGD 280

- 7.1 km to NUS
- 2.1 km to City Center

4 nights **SGD 1122**

[Book Now](#)

* prices might change as the dates closes to the event

ORCHARD PARADE HOTEL



📍 1 Tanglin Road, Orchard, 247905 Singapore



Superior Double Room per night
SGD 270

- 6.8 km to NUS
- Located at City Center

4 nights **SGD 1080**

[Book Now](#)

*prices might change as the dates closes to the event

RELC INTERNATIONAL HOTEL



📍 30 Orange Grove Road, Orchard, 258352 Singapore



Superior Twin Room per night
SGD 245

- 7.4 km to NUS
- 1.4 km to City Center

4 nights **SGD 980**

[Book Now](#)

* prices might change as the dates closes to the event

Appendix: Accommodation for University Administrators and Policymakers

HOLIDAY INN SINGAPORE ATRIUM



 317 Outram Road, Riverside, 169075 Singapore



Superior King Room per night
SGD 273


- 7 km to NUS
 - 2 km to City Center
- 4 nights **SGD 1092**

[Book Now](#)

*prices might change as the dates closes to the event

ROYAL PLAZA ON SCOTTS



 581 Orchard Road, Orchard, 238883 Singapore, Singapore



Superior Double Room per night
SGD 234

- 7.5 km to NUS
 - Located at City Center
- 4 nights **SGD 938**

[Book Now](#)

*prices might change as the dates closes to the event



PARK AVENUE ROCHESTER HOTEL

NATIONAL UNIVERSITY SINGAPORE – ASIA PACIFIC STUDENT LEADERS FORUM 2015

7 – 11 JUNE 2015

Please return directly to: Olivia Ong, Sales Admin Executive Tel: +65 6809 7363 Fax: +65 6809 7311

Email: pagroups@uel.sg

A. ROOM RESERVATION

Room rates per night inclusive of daily breakfast, unlimited wifi access and local calls			
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY	
Standard Rooms (19sqm)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$220	
Executive Deluxe Rooms (41sqm)	<input type="checkbox"/> \$230	<input type="checkbox"/> \$250	
Comes with fully equipped kitchenette, washing machine cum dryer.			
Two Bedroom Suites (63sqm)			
Master Bedroom with King Bed, Guest Bedroom with 2 single beds.	<input type="checkbox"/> \$360		<input type="checkbox"/> \$380
Comes with fully equipped kitchenette, washing machine cum dryer.			

All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 7% Goods & Services Tax. Rates are only applicable for the above stated event and are quoted in Singapore dollars. Room types / preferences are subject to availability upon receipt of completed reservation form.

Arrival Date : _____ Flight No. : _____ E.T.A : _____
Departure Date : _____ Flight No. : _____ E.T.D : _____

Please complete a copy of this form for every room reservation.

B. YOUR PARTICULARS

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____
Country : _____ Telephone : _____
Facsimile : _____ Email : _____

Name of guest sharing room

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____

C. MODE OF GUARANTEE

Credit Card Information : ☐ Visa ☐ Mastercard ☐ American Express
Credit Card Number : _____
Expiry Date : _____
Name on Card : _____ Card Holder's Signature : _____

D. TERMS & CONDITIONS

- Check-in time is 1400 hours and check-out time is 1200hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 1400hours, subject to room availability.
- Additional breakfast, if required will be at \$20++ per person per night. Please indicate in this in your email.
- Rates are applicable for stay from 2 – 13 June 2015 inclusive) only. The above special rates will not be applicable for bookings received after 7 May 2015.
- The Hotel reserves the right to quote the next room category should the above room type(s) is/are not available.
- The Hotel will not bear any bank charges incurred for during telegraphic process.

E. CANCELLATION / NO-SHOW POLCY

- In the event of any cancellation and/or no show within 48 hours of the scheduled arrival date. A one (1) night's room charge will be levied.

FOR HOTEL USE ONLY

☐ Confirmed at Confirmation Number : _____ ☐ Unable to Confirm
Acknowledged by : _____ Hotel Stamp : _____

Group ID: NUS070615NG

ARK AVENUE ROCHESTER (Co Registration No. 53164405K)

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