



19th Asian Federation on Intellectual Disabilities Conference, Singapore, 22-26 November 2009

Information for AFID Participants

CONFERENCE VENUE

- Conference venue is RELC International Hotel, 30 Orange Grove Road (off Orchard Road), Singapore 258352. <http://www.relcih.com.sg/>
- Map attached in Annex A.
- Limited parking is available at RELC and is on a first come first served basis.

REGISTRATION

- RELC Level 1, Main Lobby outside the Auditorium.
- Pre-Conference Registration - Sunday, 22.11.2009 from 1300 to 1430.
- Main Conference Registration - Monday, 23.11.2009 from 0800 to 0930.

REFRESHMENT

Tea breaks and lunches

- Morning and afternoon tea breaks will be provided.
- Lunches are provided at Tang Court Restaurant, Level 2 (23.11.2009, 24.11.2009 and 26.11.2009)
- Meals are 'No Pork, No Lard'.

Dinners

- Dinner is provided (23.11.2009 and 25.11.2009).
- Dinner on 25.11.2009 will be at Furama City Centre Hotel (Chinatown), Grand Ballroom, Level 5. 60 Eu Tong Sen Street, Singapore 059804. Map attached in Annex B. The theme of the dinner is 'Friendship Night'. Please come dressed in colourful or cultural clothing. Representatives from each country are invited to put up an event.

RESTROOMS

- Restrooms are available on every floor and to the right of the lifts.

STUDY TOURS

- Participants are to confirm Study Tour attendance by Monday, 23.11.2009, 5.00 pm at RELC Level 1, Main Lobby.
- Assemble at RELC Level 1 by 8.45am for Study Tour on Wednesday, 25.11.2009.
- Lunch will be provided.
- Buses will depart from the last tour stop for RELC at 4.00pm.

OTHER INFORMATION

- Daily programme will be available on LCD screens at RELC Level 1 and Level 5 lobbies.
- Water will be provided in each presentation venue, except for the auditorium.
- Given the current H1N1 situation and as a precautionary measure, the AFID organizers will be taking temperature of participants. If you do not feel well, please go to the Registration desk.
- A Muslim prayer room at RELC, Level 11 is available for use by conference participants.

Information for AFID Presenters

- Please submit your presentation slides in Microsoft Office Powerpoint (version 97-2003) by 13 November 2009 (*Mac OS will not be supported*). The slides will be uploaded onto the laptop in your presentation venue. Should you need to make changes to your slides after this submission, please see the conference IT representative in your presentation venue during the tea breaks or lunches.
 - It is the responsibility of the presenter to ensure that the presentation slides are in the recommended format. You are strongly advised to see the conference IT representative at your presentation venue during the tea breaks or lunches to check your slides.
 - Please ensure that you are at your presentation venue 10 minutes early.
 - 20 minutes (inclusive of question time) has been allocated for each presentation. Please strictly adhere to this time limit.
 - If you wish to provide handouts, you are strongly encouraged to bring these along to the conference. Alternatively, a photocopying service of 5 Singapore cents per side (for a maximum of 40 sides) is available. Please enquire at the Registration/Secretariat.
 - A standing & table microphone, laptop, LCD projector, and a flip chart with markers will be provided for your presentation.
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ANNEX A



Southeast Asian Ministers of Education Organization
Regional Language Centre
Dedicated to Language Teacher Education



Public Transport to RELC International Hotel

Please refer to direction below RELC International Hotel by public transport.

1. By MRT alight at Orchard station.
 2. Please proceed to Exit B.
 3. There is a bus stop outside the station.
 4. Take bus service 190 which will travel along Stevens Road as shown in the map below.
 5. RELC is 3 bus stops away from the bus stop outside the station.
 6. The landmark to look out along Stevens Road is Raffles Girls Secondary School (RGSS) which is on the left hand side.
 7. Alight after RGSS bus stop.
 8. The bus stop is in front Chelsea Gardens
 9. From the Chelsea Gardens bus stop along Stevens Road please proceed towards the Orange Grove Road which will lead you to RELC.
- Buses that travel along Stevens Road are 190, 105, 132
 - Please note that bus no.105 & 132 is on the opposite side of Far East Plaza in front of Thong Teck Building.



ANNEX B

Furama City Centre Hotel (Chinatown)

