



**CIL – JCLOS International Conference
GOVERNANCE OF ARCTIC SHIPPING
Balancing Rights and Interests of Arctic States and User States
9 - 11 December 2015, Hilton Singapore**

<http://cil.nus.edu.sg/programmes-and-activities/upcoming-events/governance-of-arctic-shipping-2/>

Administrative Notes

9 December 2015, Wednesday

For participants who are attending the Welcome Dinner Reception hosted by His Excellency Mr Tormod Cappelen Endresen, Ambassador of Norway to Singapore, please take note of the transport arranged.

1. 6.30pm Coach Pickup from Hilton Singapore
2. 7.00pm Dinner Reception (27 Swettenham Road, Singapore 248131)
3. 8.45pm Dinner Reception ends, All to start to board the Coach.
4. 9.00pm Coach Leaves for Hilton Singapore

10 & 11 December 2015, Thursday, Friday

Conference Venue

Hilton Singapore, Ballroom 1, Level 3, 581 Orchard Road | Singapore 238883. Please plan your journey early to avoid delays in traffic / locating the venue.)

Location Map : <http://www3.hilton.com/en/hotels/singapore/hilton-singapore-SINHITW/maps-directions/index.html>

Dress Code

Business Shirt, Long Pants for Men / Business Dresses, Skirts, Long Pants for Women (Please bring a jacket or shawl to keep you warm should you be concern about air conditioning).

Seating Plan

It will be free seating at the Conferences. Please come early to secure a seat of your preference.

Car Park

No complimentary car park coupons will be provided.

Food & Beverages

Coffee, tea, water, refreshment snacks and buffet lunches will be provided on both days. Food provided does not contain pork or lard. Please alert Geraldine Ng (gerry.ng@nus.edu.sg) immediately if you have allergies to certain foods (ie. gluten, seafood, etc)

Wi Fi / Internet Connection

There will be complimentary wi fi / internet connection in the Ballroom for all delegates. The password will be provided onsite.

Substitutes & Refunds

An applicant is required to promptly make payment of the registration fee once selected for admission into the Conference. Once payment has been received, there is a strict no-cancellation or refund policy. Substitutions are welcome at no extra charge but please advise by Friday, the 4th of December 2015. This is to allow us to make the necessary changes to nametags, delegates lists, and the name tent cards provided at the conference.

Personal Data Protection Act

Email Addresses: Your email address will be included in the hardcopy delegates list that will be disseminated during the conferences. **Photography & Videography:** Participants should be aware that National University of Singapore (NUS) and third parties may be taking photographs and videos during the sessions. NUS may use such photos in marketing materials, NUS publications or NUS' media including social media, and we may identify

participants by name. By participating in the sessions it is accepted that all participants give their consent to NUS to publish, republish or otherwise transmit the images in any medium for all purposes. You waive any right to inspect and approve a finished product or the copy that may be used in connection with an image that was taken, or the use to which it may be applied. NUS and CIL will not be accountable for any claims for remuneration associated with any form of damage, foreseen or unforeseen associated with the use of the images. **If you would prefer your email address and your photographs NOT to be used in this manner, please inform Geraldine Ng (gerry.ng@nus.edu.sg) by the 4th of December 2015.**

Reading Materials

Please log on to this link <http://cil.nus.edu.sg/programmes-and-activities/upcoming-events/governance-of-arctic-shipping-2/participants-portal/> for some reading materials.