

**29th IFLA Pre-conference of Library and Research
Services for Parliaments
14 – 16 August 2013, Singapore**

GENERAL INFORMATION

WELCOME to the 29th IFLA Pre-Conference of Library and Research Services for Parliaments which will be held in Singapore from Wednesday 14 August to Friday 16 August 2013. We hope the enclosed information will assist with your planning. Please check the website <http://ifla2013satellite.nlb.sg/parliament/> for any updated information on the pre-conference.

For further enquiries, please email iflaparl2013@nlb.gov.sg

1 INTRODUCTION

Participants should receive an email acknowledging your registration. Please ensure you have submitted the security clearance form required for the Parliament House tour to iflaparl2013@nlb.gov.sg.

2 REGISTRATION ON SITE

Participants are to register on **14 August 2013** at the National Library Singapore. Registration will commence with a tour of the National Library at 4 pm followed by a welcome refreshment at 5.30 pm, held on the 16th floor (The Pod) of the National Library. We look forward to greeting you at the **National Library Lobby, ground floor at 4 pm**.

Participants who have registered for the *Training for Parliamentary Libraries and Research Services of the Asia Pacific region* on 14 August 2013 should proceed directly to the **5th Level, Li Ka-Shing Library, Singapore Management University** for registration. After the programme, participants are invited to the welcome refreshment at the National Library which is within walking distance from Li Ka-Shing Library.

Directions to the National Library Singapore and Li Ka-Shing Library, SMU can be found on page 4 and 5 of this document.

3 COMMENCEMENT OF PRE-CONFERENCE

The pre-conference proceedings will commence on 15 August 2013 at the **Li Ka-Shing Library, Singapore Management University**. Conference programme materials such as the presentation slides and papers, will be available on the pre-conference website after the presentation. No hard copies will be provided.

All participants are reminded to wear their name tags throughout the pre-conference for easy identification and for security purposes.

Please bring your passport/NRIC (for local delegates) on 15 August for admission into Parliament of Singapore for the guided tour in the afternoon.

4 MEALS DURING THE PRE-CONFERENCE

Lunch and coffee breaks are provided for the pre-conference proceedings and the training activity.

5 INTERNET CONNECTION

There is free wireless Internet connection for delegates at the Li Ka-Shing Library, SMU. Instructions on the login procedures will be provided upon registration on site.

Participants may also use designated computers equipped with Internet access on level 3 (Business Centre) of the Li Ka-Shing Library between 14 to 16 August 2013.

6 ACCOMMODATION

A list of recommended hotels are available on the pre-conference website. Participants are to make their own arrangements with regards to accommodation.

7 HEALTH AND TRAVEL INSURANCE

Participants are advised to purchase appropriate travel and medical insurance against medical treatment, loss of luggage, currency or personal effects. No responsibility will be accepted by the organisers.

8 ENTRY REQUIREMENTS / VISAS

It is the sole responsibility of delegates to check whether or not visas are required for entry into Singapore. The organisers will not be able to assist with visa applications. However, participants who require a letter to support their visa application should email their request to iflaparl2013@nlb.gov.sg.

It is also necessary to have a passport valid for travel for six months or more, a return ticket and, for participants who have been in or passed through any country endemic with yellow fever, a valid yellow fever vaccination certificate is required.

For more details, participants may wish to refer to the Singapore entry requirements online at the [Immigration and Authority Checkpoints Singapore website](#). [Click on highlighted text to access]

9 CLIMATE AND DRESS CODE

The average temperature in Singapore is 31°C (daytime) and 28°C (evenings) with high humidity. Light cotton clothing is recommended, with a thin jacket/cardigan within the pre-conference venues which are air-conditioned. Rain falls throughout the year, hence it is advisable to carry an umbrella.

Please note that visitors to Parliament of Singapore are requested not to come in round-neck T-shirts, shorts or slippers. Arrangements have been made to take a group photograph of all participants in Parliament of Singapore, on 15 August after the guided tour.

10 NON-SMOKING PREMISES

Participants are advised that all pre-conference venues (Singapore Management University, National Library and Parliament of Singapore) are non-smoking premises.

11 ELECTRICITY

The standard voltage in Singapore is 220V/240V, 50 Hz. Singapore uses the British BS1363 three-pronged square pin type socket.

12 SIMULTANEOUS INTERPRETATION PROVISION

The pre-conference proceedings will be in English. Simultaneous interpreting in French is available for a small group of participants (for the proceedings on 15 – 16 August) in a sound-proof room with full view of the ongoing presentation. For any queries, please email to lim_puay_ling@parl.gov.sg

13 SOCIAL EVENTS AND TOURS

Participants are invited to the social events as follows:

Date	Event	Details
Social events		
Wed 14 Aug, 5.30 pm	Registration and welcome refreshment [Venue: National Library]	Please arrive at 4 pm for the National Library tour and registration (Meet at ground floor Lobby)
Thurs 15 Aug, 4.15 pm	Tea reception hosted by Clerk of Parliament Singapore [Venue: Parliament House]	After guided tour of Parliament House.
Mon 19 Aug, 6.30 – 8.30 pm	IFLA Law Librarians Networking Reception 2013 [Venue: The University Lounge, Administration Building, Level 6, Singapore Management University]	Participants of the pre-conference are cordially invited to this networking session with the law librarians. To RSVP, please email Charlotte Gill at liblaw@smu.edu.sg by 9 Aug 2013

Tours and Visits		
Sat 10 Aug – Sat 31 Aug	Free admission to Museums 1. Singapore Art Museum 2. National Museum of Singapore 3. Asian Civilisations Museum 4. The Peranakan Museum 5. Singapore Philatelic Museum 6. Malay Heritage Centre 7. Sun Yat Sen Nanyang Memorial Hall 8. Memories at Old Fort Factory 9. Science Centre Singapore (17 – 23 Aug only)	Please show your pre-conference badge at the ticketing counter of the participating museum or Science Centre Singapore for a complimentary entry pass
Sat 17 Aug	Visits to Polytechnic libraries (To register, click Visits to Polytechnic Libraries)	Due to limited places, registration is required on a first-come-first served basis.
Wed 21 – Thurs 22 Aug	National Park Tours (To register, click National Park Tours)	Due to limited places, registration is required on a first-come-first served basis. Please use satellitegroup2013 when IFLA WLIC2013 registration number is requested


14 USEFUL WEBSITES

29th IFLA Pre-conference website: <http://ifla2013satellite.nlb.sg/parliament/>

Things to do in Singapore: <http://www.yoursingapore.com/content/traveller/en/experience.html>

IFLA WLIC 2013 Website: <http://conference.ifla.org/ifla79/congress-information>

15 DIRECTIONS TO THE PRE-CONFERENCE VENUES

<p>National Library Singapore 100 Victoria Street, S188064</p> 	<p><u>Nearest SMRT stations:</u> Bugis (East-West Line) City Hall – Interchange Station (Exit A)</p> <p>Click here for Interactive Map.</p>
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Li Ka-Shing Library, Singapore Management University
70 Stamford Road, S178901



BUS STOP LOCATION MAP

B1 | (NTUC INCOME CENTRE)

Bus Service No:

7, 14, 14e, 16, 36, 77, 106, 111, 128, 131, 162, 162M, 167, 171, 175, 502, 518, 700, 700A, 857

B2 | (HOTEL GRAND PACIFIC—FORMERLY ALLSON HOTEL) Bus Service No:

2, 7, 12, 32, 33, 51, 61, 63, 80, 175

B3 | (BRAS BASAH COMPLEX)

Bus Service No:

2, 12, 33, 130, 133, 960

NEAREST MRT STATIONS: Bras Basah, City Hall

MAP LEGEND

- 1 Administration Building
- 2 Lee Kong Chian School of Business
- 3 School of Accountancy, School of Law
- 4 Li Ka Shing Library
- 5 School of Information Systems
- 6 School of Economics, School of Social Sciences
- Taxi Stand
- Bus Stop
- SMU Car Park
- Car Park
- Drop Off
- The Gallery
- Food & Retail Outlets at Basement Concourse

Nearest SMRT stations:

Bras Basah (Circle Line)
(Exit B for Li Ka-Shing Library)

City Hall – Interchange Station (Exit A)

Click [here](#) for Interactive Map.

SMRT Network Map:

<http://www.smrt.com.sg/Trains/NetworkMap.aspx>

Taxi Hotline:

[Comfort Taxi](#) / [CityCab](#)

6552 1111

[SMRT Taxis](#)

6555 8888

For more info, click <http://www.taxisingapore.com/>

We look forward to welcoming you in Singapore!