

LEADERSHIP & MANAGEMENT PROGRAMME FOR SENIOR MANAGEMENT OF NATIONAL METEOROLOGICAL AND HYDROLOGICAL SERVICES (NMHS) IN REGIONAL ASSOCIATIONS II AND V

26 – 30 AUGUST 2019

ADMINISTRATIVE DETAILS ON CONDUCT OF PROGRAMME

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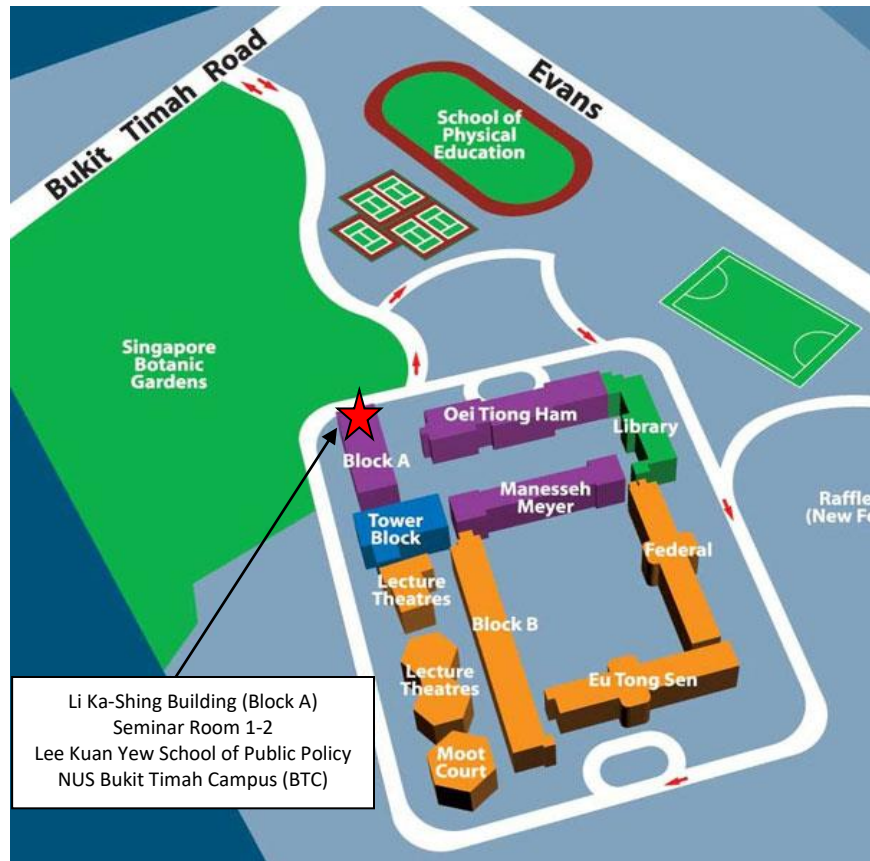
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II. CONTACT DETAILS

Ms Jessica Lim
Executive Education
Tel: (65) 6516 7559
Email: lkysppep@nus.edu.sg

1. GETTING TO TRAINING VENUE AT NUS BUKIT TIMAH CAMPUS (BTC)

MAP & DIRECTIONS:



TAXI SERVICES:

Taxi can be arranged from hotel or hired by the roadside.

Please tell the taxi driver to drive you to **“NUS Bukit Timah Campus”**.

For advance booking, please call:

- NTUC Comfort Cab - 6552 1111
- CityCab – 6552 1111
- SMRT - 6555 8888
- Transcab Services – 6555 3333
- Premier Taxis – 6363 6888

PUBLIC TRANSPORT: *From bus services outside BTC:*

- Service 48, 66, 67, 151, 153, 154, 156, 170, 186

From Newton MRT Station to BTC (and Vice Versa):

- Exit entrance A and transfer to Service 66, 67 and 170 at Bukit Timah Road (or Dunearn Road for return trip)

From Botanic Gardens MRT Station to BTC:

- Exit entrance A and walk across Botanic Gardens towards NUS via Eco Garden Way and Red Brick Path. Kindly refer to the map below.

- Upon entering NUS campus, walk in the direction towards Tower Block to Li Ka Shing Building (Li Ka Shing Building is next to Tower Block).



2. LEARNING PACK

COURSE MATERIALS: If you have any questions regarding your course materials, kindly approach our programme managers. **Please note that while the campus is generally safe, it is the responsibility of the participants to look after their belongings. The LKY School will not be responsible for any lost belongings.**

PLEASE NOTE:

1. Some of the materials ***may not be available in advance***. We will however, try to distribute them during the course of the programme or before the session starts.
2. Subject to permission from the respective faculty, some materials may not be distributed to participants.

EVALUATION FORMS: Participants are required to complete daily online evaluations to assess the objectives and level of services on the programme and faculty. We appreciate your feedback and comments, during as well as after the programme, to ensure that the sessions are responsive to your training needs.

3. MEALS & DIETARY RESTRICTIONS

During the programme, regular meals (i.e. lunches, tea breaks and refreshments) will be provided in the school. There will be vegetarian options available at all times. All meals are halal-certified.

PLEASE NOTE: If you have any dietary restrictions, kindly let us know ahead of time so we may help arrange it for you. We will do our best to meet your dietary needs.

4. GROUP & GENERAL PHOTOGRAPHY

A group photo-taking session for all participants will be arranged on the first day of the Programme. The details are:

DATE: 26 August 2019 (Monday)
TIME: 9.45am (before morning tea break)
DRESS CODE: Business attire (jacket & tie for men; jacket or business blouse/dress for women)

PLEASE NOTE: Our assigned professional photographer and/or programme managers will be around to take photograph of participants and faculty. Hence, please take note of this arrangement. *(The photos might be used for future publicity efforts for our executive programmes)*

5. COMPUTING RESOURCES

The NUS Bukit Timah Campus provides full wireless coverage. Those with wireless-enabled laptops and digital devices will be able to gain access to the internet within the campus. Detailed instructions to log onto the NUS network and access the internet will be provided as below.

Log-On Instructions:

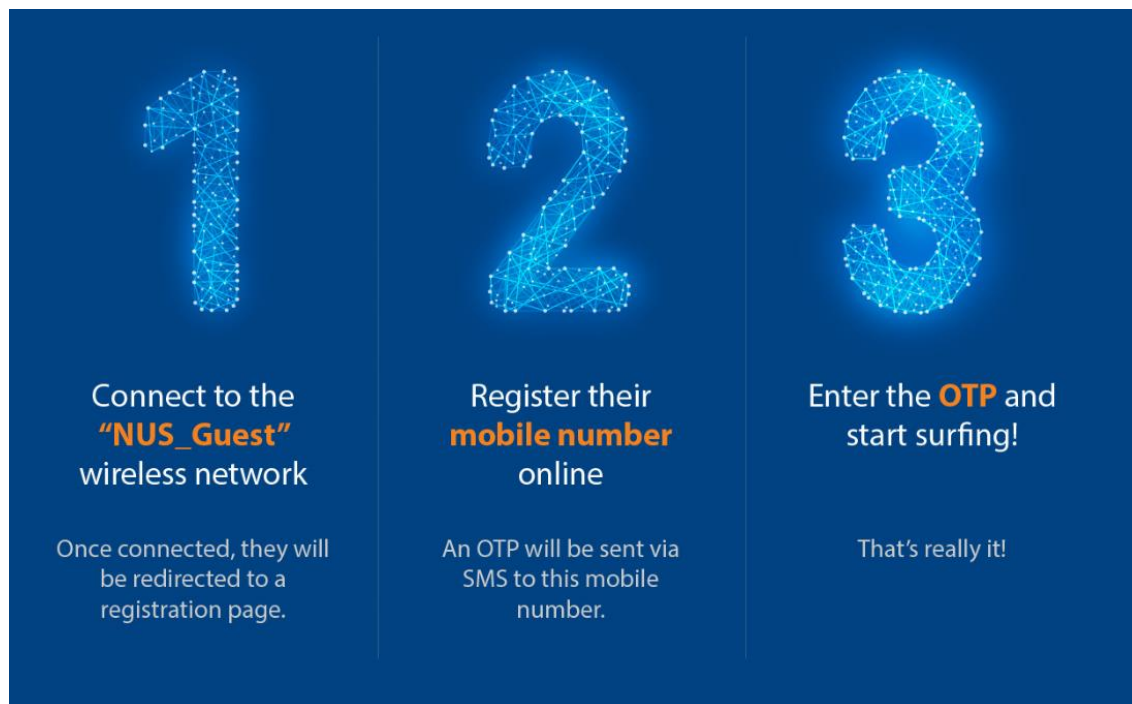
To log onto the network of the National University of Singapore (NUS) to access the internet with your personal devices, please follow these steps:

Overseas Participants without a Singapore Mobile Line

1. Connect to "NUS_Guest" wireless network
2. Select "Event Login" at the login page
3. Enter the Wi-Fi PIN that's provided below

Wi-Fi PIN: **2QRFU6**

Participants with a Singapore Mobile Line can follow these steps to connect to the Wi-Fi:



Laptops issued by your organisation may have restricted access to public networks. Kindly contact your organization's IT administrator to ensure you are able to connect to our network.

6. MEDICAL & EMERGENCY SERVICES

In case you require any medical attention, the **NUS Health Service (Clinic)** is located at University Health Centre, 20 Lower Kent Ridge Road, Level 1, and the telephone is (65) 6776 1631. The centre is open from Monday to Thursday, 8.30am-12.30pm and 1.30pm-6pm. On Fridays the centre is opened from 8.30am-12.30pm and 1.30pm-5:30pm. For more information, please visit: <http://www.nus.edu.sg/uhc/healthservice>. The medical fee will be charged accordingly and the Centre will require payment immediately after consultation.

7. PRAYER & WORSHIP

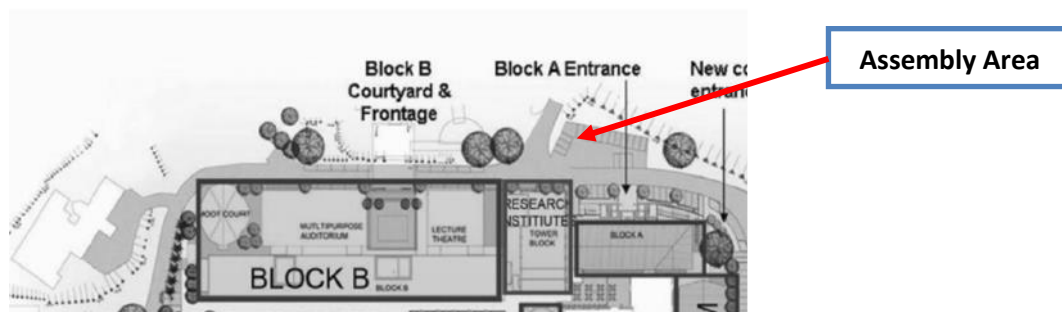
A prayer room is located at Block B of the Bukit Timah Campus. Please approach our team if you would like to be guided to the prayer room.

PLEASE NOTE: For Muslim participants who need to attend the Friday Prayers, there is a mosque **Masjid Ba' Alwie** located at **2 Lewis Road, Singapore 258590** – a 10min walk from the School. **Kindly inform the programme staff in advance if you would like to attend the Friday Prayers.**

8. USEFUL & EMERGENCY CONTACT INFORMATION

Police (For emergency only)	999
Fire / Ambulance (For emergency only)	995
NUS Switchboard	6516 6666
Campus Security (24 hours)	6516 3636
Immigration & Checkpoints Authority	6391 6100

In case of any emergency, please evacuate and assemble at the open carpark opposite Tower Block which is the designated Assembly Area. Do not use the lifts and do not re-enter the building.



9. TOWARDS A MORE SUSTAINABLE LKY SCHOOL CAMPUS

The LKY School at NUS is committed towards maintaining a *sustainable and environmentally-friendly campus*. In this regard, we encourage all our executive programme participants to:

- To **reduce** paper wastage, no printed copies of course materials will be distributed. If you would like to have a printed copy, you may print the course materials at your hotels prior attending the programme. There will be no printing services at the LKY School.
- **Reuse** water tumblers provided to reduce paper cup consumption. Water refill stations are provided inside the classroom and around the LKY School campus. However, paper cups (made of recyclable materials) will still be provided when needed.
- **Recycle** unused writing materials and pens provided to the participants
- **Segregate** the recyclable wastes (papers, plastics) from other non-recyclable waste items in the trash bins provided