

#### For IEC use only

2017-02

## INTERNATIONAL ELECTROTECHNICAL COMMISSION QUALITY ASSESSMENT SYSTEM FOR ELECTRONIC COMPONENTS (IECQ)

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## GENERAL INFORMATION ON THE ANNUAL SERIES OF MEETINGS OF THE IECQ SYSTEM

The following information is to assist in planning for the meetings to be held in SINGAPORE

from 30<sup>th</sup> May to 2<sup>nd</sup> June, 2017

#### **MEETING DETAILS**

#### **Place of the Meetings:**

The 2017 series of meetings includes meetings of various IECQ Working Groups, the IECQ Conformity Assessment Bodies Committee (CABC) and the IECQ Management Committee (MC).

The meeting will be held across the following two locations according to the Table below:

#### **Concorde Hotel Singapore**

100 Orchard Road, Singapore, 238840

Tel: +65 6733 8855 Fax: +65 6732 7886

E-mail: singapore@concorde.net

http://singapore.concordehotelsresorts.com/

#### **IEC-APRC Office**

2 Bukit Merah Central #15-04/05 (former SPRING Singapore building) Singapore 159835, Singapore

Tel: + 65 6377 5170 | Local Contact: Ms. Pang Chia Li | Email: cpa@iec.ch

Web: iec.ch/about/locations

Transport to the IEC-APRC Office location for delegates will be provided. The bus pickup is at 08:30 in the lobby of Concorde Hotel, with return pickup provided at 17:00 at the IEC-APRC.

#### **Meeting days:**

The meetings will begin on Tuesday morning, May 30<sup>th</sup> and end on Friday June 2<sup>nd</sup>. It should be noted that the IECQ Executive and IECQ WG meetings are for Members only.





### **Schedule of the Meetings:**

Day / Time	Meeting	Meeting Location	
Tuesday, 30 May 2017			
09:00 - 12:30	IECQ Working Group 9  - LED Lighting	IEC-APRC Office	
13:00 – 16:00	IECQ AdHoc Working group  – Nuclear Technologies	IEC-APRC Office	
16:00 – 17:00	IECQ Working Group T  - Training	IEC-APRC Office	
Wednesday, 31 May 20	017		
09:00 - 12:30	IECQ Working Group 5  – HSPM Revision of IECQ QC080000	IEC-APRC Office	
09:00 - 12:30	IECQ Working Group 6  - Counterfeit Avoidance	IEC-APRC Office	
13:30 – 17:00	IECQ Working Group 10  – IECQ Generic Scheme Rules + Procedures	IEC-APRC Office	
13:30 – 17:00	IECQ Working Group 4 – ADHP (Previously Avionics)	IEC-APRC Office	
17:00 – 20:00	IECQ Finance + IECQ Executive	Concorde Hotel	
Thursday, 01 June 201	7		
08:30 - 12:30 (CB Members) 12:30 - 13:30 (Observers Welcome)	IECQ CABC Meeting (IECQ CBs)	Concorde Hotel	
14:30 – 17:00	IECQ CB Exchange + Training/Awareness  - IEC CA System Awareness  - Hazardous Substance Tools  - Use of Safety / Performance Test Reports  - IECQ Approved Component Process	Concorde Hotel	
Evening Event	Further details to be advised Accompanying person(s) welcome.	ТВА	
Friday, 02 June 2017			
09:00 – 17:00	IECQ MC Meeting	Concorde Hotel	



### **REGISTRATION AND ACCOMMODATION**Registration

A On-Line Registration Form will be available in December 2016, delegates are kindly requested to confirm their participation at the IECQ 2017 Meetings by completing the On-Line Registration Form that will become available on the IECQ website shortly:

#### **Coordinators of the meetings:**

#### Sarah HARDIE & Steve ALLAN

IECQ Secretariat Office 264 George Street Sydney NSW 2000 Australia

Tel: +61 2 4628 4690 E-mail: info@iecq.org

### Ms. Pang Chia Li

**IEC-APRC Office** 

2 Bukit Merah Central #15-04/05 Singapore 159835, Singapore

Tel: + 65 6377 5170 Email: cpa@iec.ch

Delegates are advised to check with their agency concerning regulations for **Visas**. If in any doubt, information can be obtained from your nearest local Singapore Embassy or Consulate.

#### **ACCOMMODATION**

#### **Concorde Hotel Singapore**

100 Orchard Road, Singapore, 238840

Tel: +65 6733 8855 Fax: +65 6732 7886

E-mail: singapore@concorde.net

http://singapore.concordehotelsresorts.com/

## A Special Group rate for delegates has been organized for stays from 29<sup>th</sup> May 2017 – 3<sup>rd</sup> June 2017.

Please see below for Room options and pricing. <u>To obtain these rates please complete the</u> Accommodation Request Form (Annex A)

Delegates are responsible for their own accommodation. To book a room please contact the hotel **directly**.

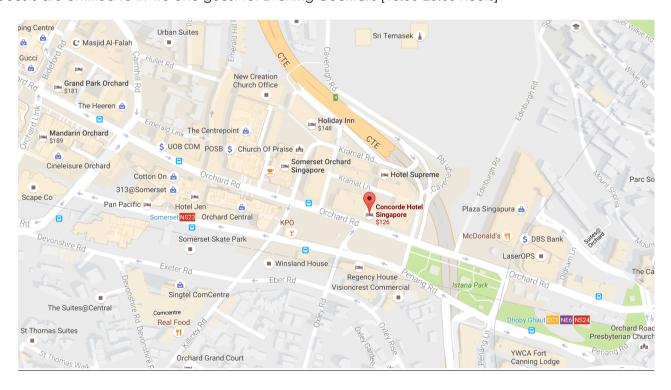
ROOM CATEGORY	RATE (Single) inclusive of	RATE (Twin/Double) inclusive of		
	breakfast & WiFi connectivity for	breakfast & WiFi connectivity for		
	multiple devices	multiple devices		
Deluxe Plus Room (Newly refurbished)	S\$235.00++ per room per night (Room inclusive of 1 breakfast & WiFi for multiple devices)	S\$250.00++ per room per night (Room inclusive of 2 breakfast & WiFi for multiple devices)		
Deluxe Plus with Balcony Room (Newly refurbished	\$\$245.00++ per room per night (Room inclusive of 1 breakfast & WiFi	S\$260.00++ per room per night (Room inclusive of 2 breakfast & WiFi		
	for multiple devices)	for multiple devices)		
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Premier Club Room ***	\$\$275.00++ per room per night (inclusive of club benefits) see list below	\$\$295.00++ per room per night (inclusive of club benefits) see list below
	***	***

#### \*\*\*BENEFITS OF PREMIER CLUB ROOM

- New Free minibar (replenishment will be done once daily)
- Personalized check-in and check-out at the Premier Lounge.
- Extended check-out time upon availability.
- Choice of complimentary breakfast for every registered guest in any of the 3 venues: Premier Lounge, Spices Cafe or Room Service Set Menu based on breakfast card.
- Complimentary use of Premier Lounge meeting room for 2 hours per stay. Subsequent hours are chargeable.
- Complimentary Wi-Fi connectivity for multiple devices for all guests and at the Premier Lounge and public areas
- Complimentary laundry or pressing of two (2) pieces daily per room which is non-accumulative (excludes dry cleaning)
- Evening Cocktails from 18:00-20:00 hours; including beer and house pouring wines.
- Guests are entitled to invite one guest for Evening Cocktails [18:00-20:00 hours]



#### **BREAKFASTS, LUNCHES AND DINNER**

Delegates are responsible for their breakfast. Lunches will be provided to delegates of the IECQ series of meetings.

#### **SOCIAL EVENTS PROGRAMME**

There will be a Dinner Thursday evening further details will be provided in due course.



#### **LOCATION**

Singapore is an independent nation in Southeast Asia. Located at the tip of the Malay Peninsula it is a prosperous nation, with a multicultural heritage. Singapore's resident population of over 4.2 million is comprised of 77% Chinese, 14% Malay, 8% Indian and 1% others. Common languages are English, Chinese, Malay and Tamil, however English is widely spoken.

Due to Singapore's geographic location which is near the earth's equator the weather is warm and fairly humid throughout the year with approximate temperatures of 30°C/86°F during the day and 23°C/74°F in the evening. There is no distinct wet/dry season however, tropical showers are common.

#### **ARRIVAL**

Getting from Changi Airport to Singapore City Centre is not just easy, it is also economical. A highly efficient public transportation network offers taxis, buses and the modern Mass Rapid Transit (MRT) rail system.

The closest MRT stop is Somerset station which is on the North South Line (Red Line) Refer to Annex B for details.

#### **CURRENCY**

The Singapore dollar or Dollar (sign: \$; code: SGD) is the official currency of Singapore.

Coins: S¢5, S¢10, S¢20, S¢50, \$1

Banknotes: \$2, \$5, \$10, \$20, \$50, \$100, \$500

#### **WEATHER**

Singapore has a tropical climate so the island is warm and humid throughout the year. The average temperature is around 31oC and does not usually fall below 23oC.

Rain falls through out the year but it is more consistent during the monsoon season (November to January).

#### **TIME ZONE**

Singapore Standard Time UTC+8

#### **ELECTRICAL SUPPLY**



230 V, 50 Hz



□ New reservation

#### **ANNEX A**

#### **ACCOMMODATION REQUEST FORM**

### **IEC INTERNATIONAL ELECTROTECHNICAL WORKSHOP** DATE: 29<sup>TH</sup> MAY — 3<sup>RD</sup> JUNE 2017 Note: Rate is applicable for stays between 29<sup>th</sup> May — 3<sup>rd</sup> June 2017

Rooms are subject to availability upon confirmation

☐ Cancellation

Email form to: <a href="mailto:siti.zawani@concorde.net">siti.zawani@concorde.net</a> / (T) +65 6739 8365 Note: For urgent matters (after office hours and weekends), please direct email to: reservations.chs@concorde.net / (T) +65 6739 8303/8304 / 8305 / Contact: Mr Anuar Shah

☐ Amendment

COMPLETE DETAILS IN FULL					
Title:	Mr / Mrs / Ms/ Dr (please circle the	e correct one)			
Given/First name:					
Family/Last name:					
Company:					
Job title:					
Address:					
Passport Number:		Date of Birth:			
Tel. No.:	Fax No.:	Email:			
FLIGHT DETAILS					
Arrival Date:	Flight No:	Arrival Time:			
Departure Date:	Flight No:	Departure Time:			
ROOM CATEGORY (SUBJECT TO AVAILABILITY)	RATE (Single) inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	RATE (Twin/Double) inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	NO. OF NIGHTS	SMOKING / NON-SMOKING SUBJECT TO AVAILABILTY(\frac{1}{2})	
Deluxe Plus Room (Newly refurbished)	S\$235.00++ per room per night (Room inclusive of 1 breakfast & WiFi for multiple devices)	S\$250.00++ per room per night (Room inclusive of 2 breakfast & WiFi for multiple devices)			
Deluxe Plus with Balcony Room (Newly refurbished)	S\$245.00++ per room per night (Room inclusive of 1 breakfast & WiFi for multiple devices)	S\$260.00++ per room per night (Room inclusive of 2 breakfast & WiFi for multiple devices)			



ROOM CATEGORY (SUBJECT TO AVAILABILITY)	RATE (Single) inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	RATE (Twin/Double) inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	NO. OF NIGHTS	SMOKING / NON-SMOKING SUBJECT TO AVAILABILTY(√)
Premier Club Room	□ \$\$275.00++ per room per night (inclusive of club benefits) see list below	□ \$\$295.00++ per room per night (inclusive of club benefits) see list below		

#### BENEFITS OF PREMIER CLUB ROOM

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- Guests are entitled to invite one guest for Evening Cocktails [18:00-20:00 hours]

#### **SMARTPHONE**

Guests can enjoy our smartphone 'Handy' in all guestrooms. Totally free, Handy allows guests to stay connected 24/7 even if they are out of the Hotel. Benefits of Handy include unlimited local and international calls to selected.

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□AMERICAN EXPRESS	☐ MASTERCARD		□ VISA		
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CARDITOLDER STRAME ON GREDIT CARD.					
SIGNATURE AS IN CREDIT CARD:					



#### **SMARTPHONE**

Guests can enjoy our smartphone 'Handy' in all guestrooms. Totally free, Handy allows guests to stay connected 24/7 even if they are out of the Hotel. Benefits of Handy include unlimited local and international calls to selected destinations such as Australia, China, Indonesia, Japan, Korea, Malaysia and more; access to interactive maps; GPS and unlimited 3G access.

#### Our hotel check-in hour is at 1400hrs & check-out time is at 1200hrs.

Rooms booked will need to be guaranteed with a valid credit card. All rates quoted are subject to 10% service charge and prevailing taxes, per room per night.

Any no-show will be chargeable for one night. All bookings are considered confirmed when a reservation confirmation has been advised in writing by the Hotel reservations department. Please assist to ensure that contact details are legible for more efficient handling.

#### **CANCELLATION CHARGE**

Should there be any cancellation made, the Hotel reserves the right to charge the cancellation charges accordingly:

On or after 29 April 2017: One night cancellation charge will be levied.

On or after 22 May 2017: Full duration charge will be levied for the entire duration of the stay.

Special Request / Remarks:

Internal use - Rsvn Confirmation Number:



#### **ANNEX B**

# MRT & LRT System map



