



## LittWorld FAQs - Information for Participants/Delegates

### 1. Where is Singapore?

Singapore is an island city-state located in Southeast Asia. It lies just 137 kilometres north of the equator. Visit [YourSingapore.com](http://YourSingapore.com) for more information about Singapore.

### **\*Updated 2. Do I need a visa to travel to Singapore?**

Please check the [Immigration & Checkpoint Authority website](http://Immigration & Checkpoint Authority website) to determine your visa status. Should you require a visa, you will need to apply for it *before* arriving in Singapore. If you need an official letter of invitation, please email [teosg633@gmail.com](mailto:teosg633@gmail.com).

### **\*Updated 3. Are there any health advisories or vaccination requirements for traveling to Singapore?**

Please consult your doctor or check the [Centers for Disease Control and Prevention website](http://Centers for Disease Control and Prevention website) for travellers' health information. Proof of yellow fever vaccination is *required* before you enter Singapore only if you are arriving from a country with risk of yellow fever or have passed through one recently. Please be sure to check [this list of countries](#). The international certificate of vaccination is valid 10 days *after* your vaccination and for life.

Singapore's tap water is suitable for drinking directly from the tap without any further filtration. It is well within the World Health Organization (WHO) drinking water guidelines.

### 4. Will I be able to connect to the Internet?

Free wifi is available 24/7 at Village Hotel Changi for all delegates. If you do not bring your own wireless device, there is a small business centre behind the front desk.

### 5. Can I use my cell phone at the conference venue?

Yes, there is excellent cell phone reception at Village Hotel Changi. SIM cards can also be purchased at the airport, mobile phone shops, and most convenience stores. All prepaid Tourist SIM cards include voice and data plans. If you download [WhatsApp](#), you may make free calls/texts internationally.

### **\*Updated 6. How much money will I need, in addition to paying the conference fee?**

Your registration fee covers all your meals from dinner on Sunday, 28 Oct, through breakfast on Friday, 2 Nov, plus the Wednesday outing. Please bring personal funds to cover your transportation after LittWorld back to the airport. Taxi fare costs \$20-\$25 one way, but you may find others to share a taxi with. Or consider sharing a ride using [Grab](#) (similar to Uber) if you have a smart phone.

You may want additional funds to cover gifts, purchases at book tables or the coffee shop, laundry service fees, or meals and accommodation for an extra night before/after the conference.

Village Hotel Changi accepts Singapore Dollars, in addition to Visa, Mastercard and Amex. Don't forget to notify your credit card company that you will be traveling out of the country.

### 7. Where should I exchange currency?

We strongly encourage you to use the currency exchange counter at Changi Airport, available 24 hours. There are also ATMs available at the airport.

The hotel's exchange rate is NOT as good as at the airport. In addition, the hotel can only convert USD, British

Pounds, Euros, Swiss Franc, Yen and Australian dollars. There are NO currency exchange places near the hotel, so we advise you to change money at the airport.

Check currency rates at [xe.com](http://xe.com).

Singapore's currency is Singaporean dollars: S\$. This is easy to confuse with American dollars, but prices are Singaporean dollars unless otherwise indicated.

**\*Updated 8. What time should I reach/leave Singapore?**

LittWorld will start with dinner at 6:00 pm on Sunday, 28 Oct, and end after breakfast, 9:00 am, on Friday, 2 Nov. Lunch on Sunday, 28 Oct, is NOT included in your registration.

The Village Hotel Changi is located only 15 minutes from the airport. The hotel's shuttle departs from the airport every 90 minutes and offers complimentary service between 7:20 a.m. and 12 midnight, depending on the terminal you are boarding from. Outside of those hours, the regular airport shuttle leaves every 30 minutes, but will cost \$9 per person.

*IF* you provided us with your flight details, official LittWorld volunteers will be at the airport to guide you from the morning of 27th till the evening of 28th. They will be wearing an official green LittWorld T-shirt and carry a LittWorld placard.

Be sure to complete [this form](#) with your flight arrival and departure information. If you have trouble with the form link, please email [mai@littworld.org](mailto:mai@littworld.org) with your 1) arrival date, time and flight number, and 2) your departure date, time and flight number. If we do not receive this information, we cannot ensure that anyone will welcome you at the airport.

The hotel does provide a free shuttle back to the airport between the hours of 6:30 a.m. and 11:00 p.m., at 90-minute intervals. Participants may also choose to arrange and pay for their own transportation after LittWorld to the airport. Taxi fares are about \$20-\$25 one way, or you may schedule a ride with [Grab](#) (similar to Uber) via the app on your smartphone.

Check-in time is officially 2 p.m. If you arrive in the early morning hours of October 28 and want a hotel room, you must reserve an extra night in advance with the hotel. You may use the swimming pool, shower facilities at the pool, and gym while you are waiting to check in.

Check-out is by 12:00 noon. You may use the baggage storage room if you have an early arrival time or late departing flight.

**\*New 9. What can I expect at registration?**

Please come to the registration table before you check-in at the hotel front desk. When you collect your name badge and welcome bag at the conference registration table, you will be asked to complete the [LittWorld 2018 Release and Medical Agreement](#). Please be prepared to provide the name and phone number of your emergency contact person while you are at the conference. Your signature on the release form will indicate that: 1) You will not hold MAI liable for any personal injuries or damages during the conference, 2) You authorize emergency medical treatment if needed and accept responsibility for your own medical expenses; and 3) Travel insurance is voluntary and up to each participant to arrange and pay for.

**10. Where is Village Hotel Changi?**

1 Netheravon Road Singapore 508502. The hotel is located at the quiet, east end of Singapore, within the charming and laidback Changi district. It is only 15 minutes from Changi Airport.

**11. What forms do I need to complete for airport immigration?**

Every visitor to Singapore must complete a disembarkation/embarkation card for immigration clearance. You should receive this card on your flight and can complete it before landing. See this [sample card](#). Please write in blue or black ink the hotel name and address (see #9 above) for "Address in Singapore." "Postal Code" is 508502. The "Contact Number" at the hotel is +65 6379 7111.

(Note: Singapore's Immigration and Checkpoints Authority will be testing a new electronic arrivals card. You might be asked to try out the electronic card, along with the usual paper-based disembarkation card.)

## 12. What amenities are available at Village Hotel Changi?

- Outdoor swimming pool, gym
- Laundry and dry cleaning services (for a fee)
- Coffee shop
- Baggage storage room
- Safe deposit boxes
- Doctor on call

## 13. What's the weather like in Singapore and how should I dress?

Hot and hotter; wet and wetter! Singapore has a tropical climate and temperatures are around 22–35°C (72–95°F). However, the city is famous for its chilly, air-conditioned indoors, so you may want to pack a light shawl or cardigan.

Most participants dress business casual in slacks, skirts, shirts or blouses. You may want more casual clothing for the day outing. LittWorld will conclude with a special Celebration Dinner on Thursday evening, 1 November, at which national dress or other appropriate attire are welcomed.

An umbrella will also be useful as Singapore experiences rainfall throughout the year.

## 14. What electrical system does Singapore use?

Electrical voltage in Singapore ranges from 220 to 240 volts. The primary socket type used is Type G, British BS-1363. Please check [this website](#) for more information.

## 15. What should I bring?

A Bible, notebook and pen, namecards or businesscards, personal medication, comfortable clothing, an umbrella, modest swimwear, and walking shoes, sunscreen, adaptors or voltage converters, an international driving license if you plan on driving, camera, batteries. Many things, such as toiletries and cosmetics can be purchased in Singapore, but may be expensive due to the exchange rate. It is best to bring these things with you. Towels, shampoo and soap are provided.

Valuable possessions should be kept with you or in a safe deposit box at all times. Village Hotel Changi and MAI are not responsible for any lost items.

## 16. In what languages will conference sessions be interpreted?

All plenary sessions will be held in English. Simultaneous translation for plenary sessions only will be available in Mandarin. Please inquire as soon as possible about any special translation needs: [mai@littworld.org](mailto:mai@littworld.org)

## 17. Are there options for tourism before or after the conference?

[Local Singapore Tours](#) offers a wide variety of activities and tours, be it *batik* printing, kayaking, or food tours. Please make your own arrangements before or after the conference.

*Note: Our conference outing on Wednesday will be to [Singapore Botanic Gardens](#), one of Singapore's top attractions and a UN World Heritage Site.*

## **\*Updated 18. May I stay at Village Hotel Changi before or after the conference?**

To book extra nights at the Village Hotel Changi before or after the conference at your own expense, please write Assistant Director of Sales Priscilla Chong, [prischong@fareast.com.sg](mailto:prischong@fareast.com.sg) and mention that you are attending LittWorld 2018. You will receive the special conference rate for any extra nights, including a complimentary breakfast, and be allowed to stay in the same room for the duration of your stay. (Nights included in your paid conference registration are Oct. 28, 29, 30, 31 and Nov. 1)

If you would like other hotel options for before or after the conference, we have compiled [this list](#).

If you arrive in the early morning hours of October 28 and want a hotel room before official check-in time at 2 p.m., you must reserve an extra night in advance. You may use the swimming pool, shower facilities at the pool, and gym while you are waiting to check in.

### **19. Do I need travel insurance?**

If you desire travel insurance, you are responsible for obtaining your own insurance to cover medical expenses, missed flights or other circumstances.

### **\*New 20. I cannot attend LittWorld but I paid for my registration. Can I get a refund?**

After August 15, payments for LittWorld are nonrefundable. However, you may send a replacement for yourself.

### **\*Updated 21. How can I take advantage of the conference app before LittWorld?**

A week before the conference, check your inbox for an email about downloading the free Whova app to your mobile device. The Whova app will enable you to upload your own photo, create your personal agenda from the schedule, plan your networking, and much more.

### **\*New 22. How do I sign up for a one-on-one consultation?**

Do you have a specific question or issue you'd like an expert's feedback on? We offer you the invaluable opportunity to meet one-on-one for 30 minutes with a specialist in your field: publishing leadership and finance, marketing and sales, digital publishing, editorial, fiction writing, non-fiction writing, magazine publishing, graphic design and illustration. When you arrive at LittWorld registration, look for the consultation sign-ups sheets. You may request a maximum of two consultations. Consultations are in English and will be scheduled for Monday, Tuesday and Thursday evenings between 6-7pm. Space is limited and on a first-come, first-served basis. You will be responsible to meet your "mentor" at your selected date and time. Please do not be late.

### **\*New 23. How can I get the most out of the conference?**

Come prepared to share and learn. We encourage you to read, print and bring with you this article on [how to get the most out of Littworld](#). Please download and use our [LittWorld 30-day prayer guide](#). Check out this helpful article on [creating your conference action plan](#).

### **\*New 24. How can I share each LittWorld day with my colleagues, friends and family?**

During the conference, we'll be posting photos, videos and comments by and of delegates/participants. Make sure to "Like" our [Facebook page](#), and follow us on [Twitter](#), [Instagram](#) and [Youtube](#). Then "share" each day virtually with your colleagues, friends and family. Make sure to include "#LW18, #LittWorld2018" to help others find your posts.

### **\*Updated 25. Will I be able to display some of my publications?**

We are no longer accepting reservations for book display space. However, a few small spaces may be available on Sunday, 28 Oct, on a first-come, first-served basis. If you have already reserved your shared space, we will provide a name placard for you and suggest bringing up to 30 copies total of your best publications.

### **\*New 26. How can I advertise the books that I'll be selling at the conference?**

If you have reserved table space in the book display room, you are eligible to advertise images of up to two of your titles on the hotel screens. To take advantage of this opportunity, send your slide(s) by email to: [priscilla@graceworks.com.sg](mailto:priscilla@graceworks.com.sg), taking into account these specs:

- maximum of 2 images/slides
- 16:9 proportion
- Minimum Size: 1,920x1,080 pixels
- Format: Powerpoint, PDF, JPG or PNG format.
- Deadline: 20th October

### **\*Updated 27. May I ship my books or publications for display in advance of the conference?**

Yes, you may ship to the address below. Send your parcels so that they arrive between October 1 and October 20. Please label:

LittWorld 2018  
c/o Graceworks Private Limited  
22, Sin Ming Lane,  
#04-76, Midview City  
Singapore 573969

Tel: 65-67523403

**\*New 28. How much extra space in my luggage do I need?**

Please remember that there are many good resources available at the conference and you are encouraged to take advantage of these books and resources. Hence, you will need to make plans to pack these in your luggage for the return journey.

**\*New 29. Is there storage available for my books?**

Registered publishing groups or authors can store small boxes of books under the table in the book room or in their own hotel rooms.

**\*Updated 30. What are the opening hours for the book room and who will man the displays?**

The book room will be open from 15 minutes before tea breaks and meal times, and will close 15 minutes afterward. All participants are responsible to man their book displays including the sale of their books, and for the safe keeping of their displays. The room will be locked during non-opening times.

The room will be closed for sales on Sunday, 28 Oct, from 2-8.30pm on 31 Oct, and from 6-10pm on 1 Nov.

**\*New 31. When is the official setup day for the book room?**

The official setup day for the book room is Sunday, 28 October, from 10am-7.30pm. Make your way to the book room known as The Sphere 1 at lobby level 1, next to the main dining hall. Please keep in mind that if you have not previously reserved table space, any remaining spots will be assigned on a first-come, first-served basis.

**\*New 32. What else do I need to bring besides my books?**

Participants are welcome to bring a poster (max A2 size) to promote the company or product for display on the walls in the book room.

**\*New 33. When is the official dismantling day for the book room?**

The official dismantling day for the book room is Friday, 2 November, from 8-10am. Participants are requested to pack and remove all their books. Everything must be removed on that day. All books and materials left behind will be discarded.

**\*New 34. How do I ship my books overseas after the conference?**

If you require information about how to send your books and boxes overseas, kindly check with the Secretariat at Lower Lobby before the day of departure. There are no postal services in the hotel but there is a postal counter at Terminal 2 of the airport. We encourage you to inquire early at the Secretariat so that we can advise you on your requirements.

*Last updated October 9, 2018*