

*Future Libraries: Infinite Possibilities*

World Library and Information Congress  
79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



## IFLA WLIC 2013 JOINING INSTRUCTIONS

IFLA would like to take this opportunity to welcome you to the IFLA World Library and Information Congress 2013 which will take place on the 17 - 23 August 2013 in Singapore, Republic of Singapore. The enclosed joining instructions will assist with your planning and arrival in Singapore.

### **CONTENTS**

- Accommodation
- Airport
- Airport Transfer
- Public Transport – Transport Card
- Catering at the Congress
- Climate
- Congress Programme
- Congress Tours
- Library Visits Programme
- Congress Dates and Venue
- Currency, Banks and Credit Cards
- Dresscode
- Eating Out
- Electricity
- Emergency Phone Numbers
- Exhibition
- Insurance & Liability
- Internet Area
- Message Board
- Passports, Visas and Letters of Invitation
- Posters and Paper Printing Centre
- Registration Information
- Simultaneous Interpretation Headsets
- Social Events
- Wi-Fi
- Useful Websites

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### ACCOMMODATION

Please find below a list of the official Congress hotels, including the addresses.

Hotel	Stars	Address	Phone Number
Conrad Centennial Singapore	5	Two Temasek Boulevard, Singapore 038982	+65 6334 8888
Grand Mecure Roxy Hotel	4	50 East Coast Road, Roxy Square, Singapore 428769	+65 6344 8000
Holiday Inn Singapore Orchard City Centre	4	11 Cavenagh Road, Singapore 229616	+65 6733 8333
Copthorne King's Hotel Singapore	4	403 Havelock Road, Singapore 169632	+65 6733 0011
Grand Copthorne Waterfront Hotel	4	392 Havelock Road Singapore 169663	+65 6733 0880
Village Hotel Bugis (formerly known as Landmark Village Hotel)	4	390 Victoria Street Singapore 188061	+65 6297 2828
M Hotel Singapore	4	81 Anson Road, Singapore 079908	+65 6224 1133
Orchard Hotel Singapore	4	442 Orchard Road, Singapore 238879	+65 6734 7766
Peninsula Excelsior Hotel	4	5 Coleman Street, Singapore 179805	+65 6337 2200
Rendezvous Grand Hotel Singapore	4	9 Bras Basah Road, Singapore 189559	+65 6336 0220
Studio M Hotel	4	3 Nanson Road, Singapore 238910	+65 6808 8888
V Lavender Hotel	4	70 Jellicoe Road, Singapore 208767	+65 6345 2233
Hotel Grand Pacific	3	101 Victoria Street, Singapore 188018	+65 6336 0811
Ibis Singapore on Bencoolen	3	170 Bencoolen Street, Singapore 189657	+65 65932888
Ibis Singapore Novena	3	6 Irrawaddy Road, Singapore 329543	+65 68089888

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### **AIRPORT**

Singapore Changi Airport is on the eastern tip of Singapore and it is located about 20-30 minutes from the city centre by taxi.

### **AIRPORT TRANSFER**

#### Airport Shuttle

There is an airport shuttle bus service which serves most hotels in Singapore. The cost of a ticket is approximately 9 SGD per adult.

#### Free Airport Shuttle

There are also free shuttle bus services from Ang Mo Kio, Sengkang, Toa Payoh MRT stations and Changi Business Park, going to Singapore Changi Airport and back.

#### Public Bus

The number 36 public bus service brings you to the city centre. A single fare costs under 2 SGD and takes about an hour. Bus stops are located at the basement bus bays of Terminals 1, 2 and 3. As no change will be given, it is recommended to prepare the exact fare.

#### Taxi

Taxis are available at the taxi stands at the arrival level of each terminal. The journey to the city is estimated to cost between 18 SGD and 38 SGD and takes approximately 30 minutes. Fares are metered and there is additional airport surcharge for all trips originating from the airport.

5 SGD airport surcharge – 17:00 - 00:00 (Fridays to Sundays)

3 SGD airport surcharge - all other times

Midnight surcharge of 50% of final metered fare – 00:00 - 06:00 (daily)

#### Train (MRT)

To get to the city, passengers need to transfer to the west bound train at Tanah Merah train station. The last train service leaving Changi Airport station which would allow a transfer to the last west bound train at Tanah Merah station is scheduled at 23:18.

Further information can be found on the Changi Airport website, <http://www.changiairport.com/getting-around/to-and-from-the-airport>.

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## **PUBLIC TRANSPORT – FREE TRANSPORT CARD FOR ATTENDEES OF IFLA WLIC 2013**

### Transport Card Information

With thanks to the generous sponsorship from Mb nano-Tensilogies all delegates receive an MRT travel card for the value of 10 SGD. Singapore has a Mass Rapid Transit (MRT) and Light Rail Transit (LRT) rail system which is one of the most popular modes of transport in Singapore. The transport cards are valid for use in MRT and LRT rail systems. The same card can also be used for travelling on buses. You can also transfer from one vehicle to another with the same card. Transport cards can be collected along with your Congress materials at the registration area on site at the Congress venue.



**Mb nano-Tensilogies Pte Ltd**  
The art of preservation and conservation

The transportation cards are kindly sponsored by Mb nano-Tensilogies.

### Ease of Use

For travel on MRT, LRT and buses, you will need to tap your card onto the card reader at the start of your journey. When you reach your destination, you will need to tap your card again just prior to exiting the bus or MRT/LRT station.

Before you travel please ensure your card has the minimum stored value for the trip. You will need at least 3 SGD on your card before you can start your journey on the MRT/LRT. If not, you may top up value to your transport card at a General Ticketing Machine which you will find at every train station.

## **CATERING AT THE CONGRESS**

There are various catering outlets at the Congress venue providing a variety of food and refreshments. You will find the detailed opening times for the catering outlets in the Congress Programme.

## **CLIMATE**

Singapore is warm and humid all year round. The daily average temperature is 28°C. The average daytime temperature is 31°C (88°F), dropping to around 24°C (75°F) in the evenings. Abundant rainfall can be expected during monsoon season from June to August, as well as December to March. Most buildings are air conditioned (sometimes to the point that bringing a sweater may be advisable).

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### CONGRESS PROGRAMME

An updated Congress programme is available on the IFLA site, <http://conference.ifla.org/ifla79>.

Our Platinum Sponsor, OCLC, will be holding their Industry Symposium on Wednesday, 21 August, 11:45-12:45 in Session Room 324/325.

Product Demonstrations from our exhibitors and a programme of presentations and interviews from the National Committee will also take place during the Congress at the Expo Pavilion which is located in the exhibition hall. Information can be found in the Congress programme.

### CONGRESS TOURS

The tours on offer during and after the Congress can be booked directly with our local Singapore based tour operator, Journeys Pte Ltd. You can book online via the IFLA website (<http://conference.ifla.org/ifla79/tours-during-congress>) or at the tour desk located in the registration area in the Congress venue. For any questions regarding the tours, please contact Journeys Pte Ltd, Heritage Tours & Travel Services, directly.

Email: [discover@journeys.com.sg](mailto:discover@journeys.com.sg) Telephone number: +65 68485280

Website: <http://www.journeys.com.sg/ifla/>

The **meeting place** for **all tours** will be at the entrance of the Suntec Singapore International Convention & Exhibition Centre.

### Tours during Congress

Tour Name	Date	Time	Price per Person
1. Singapore City Heritage Tour	17 August	09:30-14:30	75 SGD
2. "Secrets of the Red Lantern" - An Evening Walking Tour of Chinatown with Chinese Opera and Dinner	17 August	18:00-22:00	98 SGD
3. Day at Sentosa with Cable Car Ride	19 August	15:00-20:30	120 SGD
4. Morning Tour at Jurong Bird Park	20 August	09:30-13:30	68 SGD
5. Changi in World War II and Heartlands	21 August	09:30-13:30	55 SGD
6. Evening Tour along the Singapore River with Boat Ride and Cocktail drink at Marina Bay Sands	21 August	19:30-22:30	95 SGD
7. Singapore City Urban Planning & Architecture Tour	22 August	09:30-13:30	77 SGD
8. Night Safari Tour with Dinner	22 August	18:00-22:30	126 SGD

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17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



### Post Congress Tours

Post Congress tours can be booked directly with the tour operator online via the IFLA website <http://conference.ifla.org/ifla79/post-congress-tours>.

Tour Name	Date	Time	Price per Person
1. Singapore Food and Peranakan Culture Tour	24 August	09:30-17:30	162 SGD
2. Full day Battlefield Tour	25 August	09:30- 17:30	98 SGD

### Accompanying Persons Tours

IFLA and the National Committee are delighted to offer two options for the Accompanying Persons Programme.

The **meeting point** for the tours will be at the **Concourse (level 3, Suntec)**. A tour guide will gather all persons going on the tour and escort them to the bus. Each tour will begin at Suntec Singapore International Convention & Exhibition Centre.

Tickets for one half-day guided bus tour may be reserved during the online registration process. Tickets may also be purchased at the tour desk in the main registration area, however, please note that these tours are subject to availability.

Tour Name	Date	Time	Price per Person
1. Heritage Tour	19 August	09:30-13:30	included in the Accompanying Persons registration package
2. Garden City Tour	20 August	09:30-13:30	included in the Accompanying Persons registration package

### LIBRARY VISITS PROGRAMME

The Library Visits will take place on Friday, 23 August, 2013. Registrations can be made onsite at the Library Visits counter, however all visits are subject to availability. Full library descriptions are available on the Congress website, along with further information at <http://conference.ifla.org/ifla79/library-visits-programme>.

The assembly place for all library visits will be outside the main entrance of the Suntec Singapore International Convention & Exhibition Centre.

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World Library and Information Congress  
79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



### Half-day Library Visits: Singapore

Half-day Library Visits can be booked onsite only at the "Library Visits" desk in the Suntec Singapore International Convention & Exhibition Centre on a first come, first served basis.

Buses will collect attendees for selected Half-day Library Visits within Singapore (please refer to individual visit write-ups for more details).

Important:

Please be sure to check the details of your Library Visit tour at the Library Visit desk in the Registration Area prior to Friday, 23 August.

### Meeting Point

The meeting point for Half-day Library Visits in Singapore will be Suntec Singapore International Convention & Exhibition Centre.

Each group will be met by a volunteer bearing a sign with the name of the Library Visit in question.

S/N	National and Public Libraries/ Library Name	Time	Transport
A1	National Library Singapore and Central Public Library	10:30-11:30 14:30-15:30	Delegates are required to make their own way to the library.
A2	Woodlands Regional Library	10:00-12:00 14:00-16:00	Hired bus
A3	Jurong Regional Library	10:00-12:00 14:00-16:00	Hired bus
A4	Bishan Public Library	10:00-12:00 14:00-16:00	Hired bus
A5	Choa Chu Kang Public Library	10:00-12:00 14:00-16:00	Hired bus
A6	library@esplanade and Chinese Arts and Culture Library	10:00-13:00 14:00-17:00	Delegates are required to make their own way to the library.

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World Library and Information Congress  
79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



S/N	Academic Libraries/ Library Name	Time	Transport
B1	NUS Central Library	10:00-12:00	Hired bus
B2	NUS Medical Library	10:00-12:00	Hired bus
B3	NUS Music Library	10:00-12:00	Hired bus
B4	NUS Science Library	10:00-12:00	Hired bus
B5	NUS Chinese Library	10:00-12:00	Hired bus
B6	NUS Hon Sui Sen Memorial Library	14:00-16:00	Hired bus
B7	NUS C J Koh Law Library	09:30-11:30	Hired bus
B8	NTU Lee Wee Nam Library and Business Library	09:30-11:30 13:30-15:30	Hired bus
B9	NTU Wang Gungwu Library	09:30-11:30 13:30-15:30	Hired bus
B10	NTU Art, Design & Media Library	09:30-11:30 13:30-15:30	Hired bus
B11	Singapore Management University – Li Ka Shing Library	10:30-11:30 14:30-15:30	Delegates are required to make their own way to the library.
B12	Temasek Polytechnic Library	09:30-12:30	Hired bus
B13	Raffles Institution Hullett Memorial Library & Shaw Foundation Library	09:30-12:30	Hired bus
B14	International Schools Libraries	09:30-15:30	Hired bus
B15	NTU Wee Kim Wee School of Communication & Information (Division of Information Studies)	13:30-16:30	Hired bus



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79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | www.ifla.org



S/N	Special Libraries and Library Supply Center/ Library Name	Time	Transport
C1	Library Supply Centre, NLB	09:30-12:30 13:30-16:30	Hired bus
C2	Institute of Southeast Asian Studies Library	14:00-16:00	Hired bus
C3	Singapore Press Holdings Information Resource Centre	13:30-18.00	Hired bus
C4	Supreme Court Library	14:30-15:30	Delegates are required to make their own way to the library.

### Overseas Library Visit: Malaysia

IFLA and the National Committee are delighted to offer delegates a library visit to Malaysia. It is essential that delegates book these visits prior to the Congress via the online registration form.

Overseas Library Visits to Malaysia require chartered buses for which participants must pay a small fee. There may be a possibility for delegates to book these visits onsite, however, this is subject to availability.

#### Important:

Bookings must be reconfirmed onsite at the Library Visits counter. Delegates must arrange their own visa to Malaysia in advance of the tour.

S/N	Overseas Libraries/ Library Name	Time	Transport
D1	University of Technology Malaysia Libraries	08:00-13:30 12:00-17:30	Hired buses

### CONGRESS DATES AND VENUE

The IFLA World Library and Information Congress – 79th IFLA General Conference and Assembly will take place from Saturday, 17 to 23 August, 2013, at the Suntec Singapore International Convention & Exhibition Centre, Singapore, Republic of Singapore:

Suntec Singapore International Convention & Exhibition Centre  
1 Raffles Boulevard, Suntec City,  
Singapore 039593  
Republic of Singapore

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Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



### **CURRENCY, BANKS AND CREDIT CARDS**

The currency used in Singapore is the Singapore dollar (S\$ or SGD). Money changing services can be found not only at the Singapore Changi Airport but also most shopping centres and hotels around the island. Automated teller machines (ATMs) are located everywhere in Singapore and they accept most main credit cards such as Visa, MasterCard and American Express. The US and Australian Dollars, as well as the Japanese Yen, the British Pound and the Euro are also accepted in many major shopping centre and department stores.

### **DRESSCODE**

The dresscode for the Congress and for the Congress Opening Ceremony, Welcome Reception and Cultural Evening is informal.

### **EATING OUT**

With its rich multicultural heritage, the city serves up a true melting pot of flavours and foods. Singapore's cultural diversity is reflected in the array of local cuisines on the menu – Chinese, Malay, Indian and Peranakan among others. Singapore also offers a wide range of international cuisines – from Mongolian and Korean food to Italian and French food and much more.

### **ELECTRICITY**

Singapore uses 220-240 volts AC, 50 cycles per second. Power plugs are usually of the three-pin, square-shaped type.

### **EMERGENCY PHONE NUMBERS**

General Emergencies:	999
Police:	999
Ambulance and Fire:	995

### **EXHIBITION**

The IFLA WLIC 2013 Exhibition will be located at Halls 401-403, level 4 of Suntec Singapore International Convention & Exhibition Centre. You are encouraged to take the time to visit the wide variety of exhibits and explore the latest innovations. Plan your visit to the IFLA WLIC 2013 exhibition by reviewing the Exhibitor Listing and Floor plan available on the IFLA website <http://conference.ifla.org/ifla79/floorplan-exhibition-listing>.

### **INSURANCE & LIABILITY**

Attendees are advised to arrange their own adequate travel and medical insurance against medical treatment, accidents, cancellation of bookings, etc. No responsibility will be accepted by the Congress Organisers.

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79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



### **INTERNET AREAS**

The internet areas will be situated in 2 locations at the Suntec Singapore International Convention & Exhibition Centre: level 4 in Exhibition Hall 401-403 and in the foyer near the registration area at level 3. Both areas will be open as listed below.

Friday, 16 August 2013

13:30 – 18:00, level 3 in the registration area

Saturday, 17 August 2013

07:30 – 19:00, level 3 in the registration area

Sunday, 18 August 2013

07:30 – 18:00, level 3 in the registration area

16:00 – 18:00, level 4 Exhibition Hall

Monday, 19 August 2013

07:30 – 18:00, level 3 in the registration area

9:30 – 17:30, level 4 Exhibition Hall

Tuesday, 20 August 2013

07:30 – 18:00, level 3 in the registration area

09:30 – 17:30, level 4 Exhibition Hall

Wednesday, 21 August 2013

09:30 – 14:30, level 3 in the registration area

07:30 – 18:00, level 4 Exhibition Hall

Thursday, 22 August 2013

07:30 – 18:00, level 3 in the registration area

The Internet Areas are kindly sponsored by OCLC, Congress Platinum Sponsor.

### **MESSAGE BOARD**

Participants can leave messages for each other at the message board located in the registration area, Concourse Level 3 in Suntec Singapore International Convention & Exhibition Centre.

### **PASSPORTS, VISAS AND LETTERS OF INVITATION**

Attendees requiring a Letter of Invitation in order to attend the Congress are asked to visit the Congress website for an online personalised Letter of Invitation. This must be submitted to the relevant embassy together with a copy of your registration confirmation.

Most foreigners coming into Singapore do not require visas for entry and may be given social visit passes for up to 30 days upon their arrival in Singapore. However, it is the sole responsibility of the attendee to take care of his/her visa requirements and it is best to consult your local consular office for the latest information with regards to entering Singapore. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least 3 months in advance of the Congress.



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### POSTERS AND PAPER PRINTING CENTRE

Poster Sessions will take place at the Poster Area which is located in the exhibition hall. The posters can be viewed on:

Monday, 19 August	09:30 – 17:30
Tuesday, 20 August	09:30 – 17:30
Wednesday, 21 August	09:30 – 14:30

Attendees will have the opportunity to speak with the presenters on Monday 19 August and Tuesday 20 August 2013 between 12:00 – 14:00.

A Paper Printing Centre will also be located in the Poster Area.

OCLC is the sponsor of the Paper Printing Centre.



### REGISTRATION INFORMATION

The registration area is located at Level 3, Concourse, of Suntec Singapore International Convention & Exhibition Centre.

The barcode on your registration confirmation allows you to print your name badge at the Self Printing Terminals. If you have your confirmation, please go directly to the terminals and print your name badge. After printing you can proceed directly to the Congress material counter to pick up your Congress bag and your badge holder.

Congress registrations, one-day registrations and remaining tickets for the library visits can still be purchased onsite during the following times:

Friday,	16 August 2013	13:30 – 18:00
Saturday,	17 August 2013	07:30 – 19:00
Sunday,	18 August 2013	07:30 – 18:00
Monday,	19 August 2013	07:30 – 18:00
Tuesday,	20 August 2013	07:30 – 18:00
Wednesday,	21 August 2013	07:30 – 18:00
Thursday,	22 August 2013	07:30 – 18:00

### Entitlements

"Full" registration includes:

- Name Badge
- Pocket Programme
- Congress Programme and Exhibition Catalogue
- Congress Bag
- Admission to all sessions
- Admission to the exhibition
- Admission to the opening and closing session
- Admission to social and cultural events
- A professional visit to a library (*if registered and based on availability*)
- Singapore Map

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World Library and Information Congress  
79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



“Accompanying persons” registration includes:

- Name Badge
- Pocket Programme
- Admission to the exhibition
- One half day sightseeing tour
- Admission to the opening session
- Admission to social and cultural events
- A professional visit to a library (*if registered and based on availability*)
- Singapore Map

“One-day” registration includes:

- Name Badge
- Pocket Programme
- Congress Programme and Exhibition Catalogue
- Day Bag
- Admission to all sessions on the day of the registration
- Admission to the exhibition on the day of the registration
- Admission to social and cultural events on the day of the registration
- Singapore Map

### **Certificate of Attendance**

Attendees with full registration can print out their certificate of attendance at the self-printing terminals at the registration area on Wednesday, 21 August 12:00 - 18:00 and on Thursday, 22 August 07:30 -18:00.

Attendees with one-day registration can collect their certificate of attendance at the registration desk on the day of attendance from 12:00 -18:00.

### **Congress Material**

The Congress Material may be picked up at the designated Congress material counter in the registration area.

### **SIMULTANEOUS INTERPRETATION HEADSETS**

Simultaneous interpretation services will be available in six languages: English, French, Russian, Spanish, Chinese (Mandarin) and Arabic. This service will be available for the Opening Ceremony and the Closing Session and other selected sessions in Session sessions in Exhibition Hall 404-405 and Exhibition Hall 406. Please look for the SI mark in the Congress Programme.

Headsets will be available on level 4 (between Exhibition halls 401-403 and 404-405). Please note that in order to obtain the headset, your name badge will be scanned with a barcode reader. Please ensure the headset is returned at the end of the session. Loss of a headset will result in a fee of 410 SGD.

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World Library and Information Congress  
79th IFLA General Conference and Assembly  
Singapore  
17-23 August 2013 | [www.ifla.org](http://www.ifla.org)



### **SOCIAL AND CULTURAL EVENTS**

All full-time participants and accompanying persons wearing their name badge have free access to the social events. Attendees with one-day registrations only have access to social events which take place on the day of their registration.

<b>Date</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>
18 August	Opening Ceremony	10:30-12:00	Exhibition Hall 404-405
18 August	Exhibition Opening Party	16:00-18:00	Exhibition Hall 401-403 (Level 4)
20 August	Cultural Evening	19:00-23:00	Tanjong Beach Club, Sentosa Island

### **WI-FI**

Complimentary Wi-Fi will be available to all attendees within the Suntec Singapore International Convention & Exhibition Centre.

In addition, the internet areas in the exhibition hall and the registration area will be available for use.

Network (SSID): FreeWiFi@suntecsingapore  
Username: Not Applicable  
Password: Not Applicable

### **USEFUL WEBSITES**

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

Suntec Singapore Exhibition & Convention Bureau:  
<http://www.suntecsingapore.com/>

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

If there is any additional information you require prior to your arrival in Singapore, please do not hesitate to contact the IFLA WLIC 2013 Congress Secretariat, [wlic2013@kit-group.org](mailto:wlic2013@kit-group.org).

Please note that these joining instructions can be also found on the IFLA website.

We look forward to welcoming you to Singapore!