



**13<sup>TH</sup> ASIA PACIFIC  
REGIONAL CONFERENCE  
13-17 AUGUST 2019  
TAIWAN**

# **BOOKING PACK**



**13<sup>TH</sup> ASIA PACIFIC  
REGIONAL CONFERENCE  
13-17 AUGUST 2019  
TAIWAN**

## A WORD OF WELCOME

Dear Member Organisations and Friends,

The World Association of Girl Guides and Girl Scouts (WAGGGS) and the Asia Pacific Regional team are delighted to welcome you to the 13th Asia Pacific Regional Conference and 7th Friends of Asia Pacific WAGGGS (FAPW) Regional Gathering in New Taipei City, Taiwan!



I would like to extend my thanks to the Sri Lanka Girl Guides Association and the Girl Scouts of Taiwan who will be co-hosting this event, and the Conference Planning Team for all their hard work to deliver this wonderful event. We take this opportunity to express sadness and regrets that we are not able to host you in Colombo as planned due to unforeseen circumstances.

Special thanks to Girl Scouts of Taiwan for the courage and commitment in accepting the challenge of hosting the conference with only three months to prepare.

We would also like to take opportunity to thank the New Taipei City government for their tremendous support in making this conference possible, and Caesar Park Hotel Banqiao and HOTEL CHAM CHAM Taipei for the huge discounts given to our event to enable us to honour the original participation fees. Not forgetting the Ministry of Foreign Affairs, Ministry of Education and MEET Taiwan for their strong support to the conference.

Please read this document carefully as it will support your practical preparations for the Conference. We hope it would not only serve as a guide but also as a preview of what to expect during the event.

Join us to greet old friends, make new ones, and create lifelong memories. As you already know, the Asia Pacific Region is celebrating its 50th Anniversary and the Friends of Asia Pacific WAGGGS (FAPW) is celebrating its 20th Anniversary this year and we would like to celebrate it with all of you. See you at the conference!

**Thanyaporn Krichtitayawuth**  
*Chair, Planning Committee*  
*AP Region Committee Member*  
*13th Asia Pacific Regional Conference*

# CONTENTS

Information	Page
<a href="#">Welcome letter from Girl Scouts of Taiwan</a>	4
<a href="#">Welcome letter from the Sri Lanka Girl Guides Association</a>	5
<a href="#">General information</a>	6
<a href="#">Welcome to Taiwan</a>	8
<a href="#">Conference highlights</a>	9
<a href="#">Young women in governance workshop</a>	10
<a href="#">Venue</a>	12
<a href="#">Accommodation</a>	13
<a href="#">Registration</a>	17
<a href="#">Programme</a>	21
<a href="#">Optional tours</a>	22
<a href="#">Useful information before you book</a>	23
<a href="#">Contact information</a>	26

# WELCOME LETTER FROM GIRL SCOUTS OF TAIWAN

你好！Nǐ hǎo!

The Girl Scouts of Taiwan (GST) and I are pleased to give you a hearty welcome to the 13th Asia Pacific Regional Conference and 7th Friends of Asia Pacific WAGGGS (FAPW) Regional Gathering in New Taipei City!

We are thrilled to be able to host an Asia Pacific Regional Conference in Taiwan for the first time in the history of GST. This is especially special for us as we are also celebrating 100 years of Girl Scouting in the Republic of China this year, making it a triple celebration with the 50th Anniversary of the Asia Pacific Region and 20th Anniversary of the Friends of Asia Pacific WAGGGS.

With great joy and enthusiasm, The Girl Scouts of Taiwan and the Sri Lanka Girl Guides Association are working hard to offer you the best we can. We look forward to having a meaningful event and making Taiwan your home for several days.

We are excited as the event will enable our members, especially girls and young women to experience such event locally, and take part in managing such a huge international event. We believe this will provide them a memorable and meaningful experience to cherish in their Girl Scouting journey.

Through this event, join us in looking back at the last 50 years of the Asia Pacific Region of WAGGGS and 20 years of the FAPW together and looking forward to the wonderful memories and impacts we are yet to make in the years to come. We hope that through this occasion, we will be able to further ignite the flame of Girl Guiding/Girl Scouting as we look back on old memories and reunite with old friends, and look forward on gaining additional knowledge, meeting new friends, and making more memories.

See you all in Taiwan this August!

Your Sister in Girl Scouting,

**Jessica Chou**

*Chief Commissioner  
Girl Scouts of Taiwan*



# WELCOME LETTER FROM THE SRI LANKA GIRL GUIDES ASSOCIATION

Ayubowan!

A warm welcome to the 13th Asia Pacific Regional Conference and 7th FAPW Regional Gathering in New Taipei City, Taiwan!

On behalf of the Sri Lanka Girl Guides Association, even though we are sad not to be able to host you personally in Colombo this time, we look forward to meeting all of you in Taiwan this August. Working with the Girl Scouts of Taiwan, we invite you to experience the best of both Sri Lankan and Taiwanese culture, heritage and hospitality.

This occasion might provide you with the opportunity to renew old friendships and memories as you make new ones and grow the links of unity between our Member Organisations for the betterment of the girls and young women we serve.

As we celebrate 50 years of the Asia Pacific Region of WAGGGS and 20 years of the FAPW together, let us remember both the challenges and successes of our glorious past and look towards a brighter and more colourful future.

Yours in Guide service,

**Visakha Tillekeratne**

*Chief Commissioner*

*Sri Lanka Girl Guides Association*



# GENERAL INFORMATION

## DATES

The dates of the 13th Asia Pacific Regional Conference are:

<b>Sunday 11 August – Monday 12 August 2019</b>	Young Women in Governance Workshop
<b>Monday 12 August 2019</b>	Arrival, registration and Candle March
<b>Tuesday 13 August – Saturday 17 August 2019</b>	13th Asia Pacific Regional Conference sessions
<b>Sunday 18 August 2019</b>	Optional tours / departures

## THEME

The theme of the 13th Asia Pacific Regional Conference is:

**Unite, Thrive, Grow.**



## DEADLINES TO OBSERVE

Action	Information	Deadline
Registration for Regional Conference	Registrations continue to open with normal fee registration until the deadline. Click <a href="#">here</a> to register. Participants will have one week to pay the registration fee after they receive the confirmation email to attend the conference.	5 July 2019
Accommodation Booking	Please book your accommodation <a href="#">here</a> . After the deadline, the hotel will contact you with payment invoice and details. Room booking with the conference rates are not guaranteed should you book after the deadline.	5 July 2019
Day guests and Dinner tickets	Registration for day guests and dinner tickets for guests not attending the full conference can be done in <a href="#">this link</a> by this deadline.	5 July 2019
Registered participants to confirm/amend booking	Registered participants do not need to register again. However, you have this deadline to confirm or amend your booking. After this date, no changes can be made and we will start the billing process. Participants have one week to pay the fees after receiving the confirmation email to attend the conference.	21 June 2019
Registration for Young Women's Event	Registrations continue to be open until the deadline specified. Here is <a href="#">the link</a> to register. You can also apply for the Regional Conference grant. Registrations after this date will not be considered for grant allocation.	21 June 2019
Participants who need to apply visa to Taiwan (Please refer to <a href="#">page 24</a> for more Visa information)	Participants who need to apply visa to Taiwan will be provided an e-code to apply the visa online. However, GST needs some personal details from you from the registration form. Therefore, if you need the e-code for the visa, please complete the registration form by the deadline. Failure to do so will result in your details not be included in the list GST submits to the Ministry of Foreign Affairs and GST is not responsible to do the additional application for you. GST needs to apply the e-code at least one month from the first arrivals of the conference.	28 June 2019
Travel	You can add your flight details during registration. If you haven't booked your flight yet, we will provide you with a link where you'll be able to add the information later. Deadline for adding flight details are as specified. Failure to do so might result in GST not being able to arrange airport transfer for you on arrival.	19 July 2019

## UNITE • THRIVE • GROW





# WELCOME TO TAIWAN

## TAIWAN - THE HEART OF ASIA

Taiwan's total land area is about 36,000 square kilometres (14,400 square miles). It is shaped like a leaf that is narrow at both ends. It lies off the south-eastern coast of mainland Asia, across the Taiwan Strait from China - an island on the western edge of the Pacific Ocean. To the north is Japan; to the south is the Philippines. Many airlines fly to Taiwan, making it a perfect travel destination.

Taiwan lies on the western edge of the Pacific "rim of fire," and continuous tectonic movements have created majestic peaks, rolling hills and plains, basins, coastlines, and other natural landscapes. Taiwan's tropical, sub-tropical, and temperate climates provide clear differentiation between the different seasons. There are rare or endangered species of wildlife on the island.

### OFFICIAL NAME

Republic of China (R.O.C.)

### CAPITAL

Taipei

### BANQIAO, NEW TAIPEI CITY

New Taipei City is situated in the northern part of Taiwan, surrounding the country's capital, Taipei. It's also where the conference will be held.



Given its location advantages, today's New Taipei City is a major city of Business Industries second to Taipei City. High technology, service and tourism are all part of the major industries here.

Banqiao is well served by multiple public transportation services including bus, metro, traditional railway and high-speed rail, connecting Banqiao with downtown Taipei and nearby cities.

### TIME ZONE

Taiwan is GMT/UTC + 8h during Standard Time

### LANGUAGE

Mandarin / Taiwanese / Hakka / Indigenous Languages

### RELIGION

Buddhism / Taoism / Christianity / Islam



# CONFERENCE HIGHLIGHTS

- Come along and join us for the next 13th Asia Pacific Regional Conference, an opportunity to be part of the discussions about the future of your Region and WAGGGS.
- The Regional Conference is a place for networking, inspire other participants with your Member Organisation success stories or be inspired by the amazing work being done in our region. You will also receive updates on the work that WAGGGS is doing in our region.
- Join us to learn about our past, present and future planned activities and elect six new members to lead the Asia Pacific Region into the new triennium of 2019-2022.
- Take an opportunity to give your opinion, present motions and discuss them with the rest of the participants.
- Get an update on the work WAGGGS is doing to promote young women in governance and be inspired to include this work in your Member Organisation.
- Have a say on where you would like to go for the next Asia Pacific Regional Conference.
- The Regional Conference is one of the most important Governance events for our Region; however, you will also have the chance to discover the history of Girl Guiding/Girl Scouting in Taiwan and Sri Lanka, remember the past of our region and have the chance to say what you would like to see in the future for our region. Girl Scouts of Taiwan will show us their land and their culture, with music, dance and food and Sri Lanka Girl Guides Association will add some colours with their culture too as the co-host.
- The International Night and Regional Market will provide a unique international experience and a great opportunity to find souvenirs from all parts of the Region. This event allows Member Organisations to raise funds to cover their membership fee costs, or to contribute to the Regional Fund.
- Don't miss the opportunity to meet Friends of Asia Pacific WAGGGS, who will join some of the sessions we prepared for the Conference.
- Come to the 13th Asia Pacific Regional Conference and join us in celebrating the 50th Anniversary of Asia Pacific Region all together with Friends of Asia Pacific WAGGGS!
- We hope that you will leave the conference excited about the future with a clear sense of where the Movement is heading.



# ASIA PACIFIC REGION

## YOUNG WOMEN IN GOVERNANCE WORKSHOP

The Asia Pacific Region are delighted that we will host the “Asia Pacific Region Young Women in Governance Workshop) (for young women aged 18 to 30 years old) prior to the Conference. This means that the young women participating in the workshop should stay to join the main Conference to continue with the project of young women in governance.

The workshop will support 33 young women who are passionate about our Movement through the **Asia Pacific Young Women Ambassador Programme (AP YW AP)** to pursue a governance or leadership position within their MO or WAGGGS. It will also link to the current global project to deliver Motion 32 of the 36th World Conference - to look into the reasons why more young women are not standing for governance positions and to develop a set of actions that will significantly increase the number doing so.

The workshop will equip young women with capacity building in leadership and advocacy, supporting them to reflect on their journey and charting it for their future.

**Nominated Young Women Ambassadors will work on the Young Women in Governance Research Project by WAGGGS at their MO level. They will contribute to strengthen and build a strong network of young women in the region who are equipped to take leadership positions.**

The workshop will run from **Sunday 11 August to Monday 12 August 2019**. Young women attending the workshop are advised to **arrive on Saturday 10 August**.

**You can apply for the workshop online before 21 June 2019:**

<https://eu.eventscloud.com/ap-reco?categoryid=201540873>

The Asia Pacific Region will support fully one young woman from MOs with membership of less than 50,000 and two young women from MOs with membership of more than 50,000 for the following:

- Twin-sharing accommodation for the nights of 10 and 11 August 2019 (participants move to the conference hotel after dinner on 12 August)
- Meals starting from breakfast of 11 August to dinner of 12 August
- Airport transfer by public bus to a station near the workshop hotel
- Workshop materials
- Transfer to HOTEL CHAM CHAM Taipei on 12 August

Member Organisations which wish to send additional participants to the Asia Pacific Young Women in Governance Workshop on top of the ones fully supported by the Asia Pacific Region can do so by making a request from the APR Committee. The fees for attending this workshop is USD 150 per person which are inclusive of the things included above.

**Registrations deadline is 21th June 2019.**

# WORKSHOP VENUE

## GIRL SCOUTS OF TAIWAN

No. 28, Lane 23, Jianguo N. Rd. Sec. 1, Taipei 10491 Taiwan

**Telephone:** +886-2-27771714

**Fax:** +886-2-27771674

**Email:** [international@gstaiwan.org](mailto:international@gstaiwan.org)

**Website:** <https://www.gstaiwan.org>

### CHINESE ADDRESS

中華民國台灣女童軍總會  
台北市中山區建國北路一段23巷28號



# ACCOMMODATION FOR YOUNG WOMEN IN GOVERNANCE WORKSHOP

## HSUAN MEI BOUTIQUE HOTEL

No. 52, Jianguo North Rd., Sec. 1, Taipei 10491, Taiwan

Tel: +886-2-87713066

Website: [www.hsuanmeihotel.com](http://www.hsuanmeihotel.com)

### CHINESE ADDRESS

台北宣美精品飯店

台北市中山區  
建國北路一段52號

- Check in at 3:00pm
- Check out at 12:00pm
- Towels and amenities are provided at Hsuan Mei Hotel
- Self-service laundry is available at the hotel at approximately TWD 50 per washing load and TWD 50 per dryer load. There is also a self-service laundry about 5 minutes' walk from the hotel

## ADDITIONAL ACCOMMODATION

If you wish to arrive earlier and stay at the same hotel, please inform Girl Scouts of Taiwan at [APRC13@gstaiwan.org](mailto:APRC13@gstaiwan.org). The room rates for Hsuan Mei Boutique Hotel is TWD 1,680 for Sunday to Thursday, and TWD 2,280 for Friday and Saturday nights. However, this is subject to availability and these are special rates only for booking through Girl Scouts of Taiwan.

Hsuan Mei Hotel is approximately 50 minutes by public transport to the Conference hotel (HOTEL CHAM CHAM/ Caesar Park Hotel).



# CONFERENCE VENUE

## THE CAESAR PARK HOTEL BANQIAO

The meetings and main events of the conference will be held at the Caesar Park Hotel Banqiao, the only five-star class hotel newly built in New Taipei City. Combining the idea of “New City”, “New Concept”, and “New Hotel” with the spirit of local culture, it aims to provide service for both business and tourism.

The hotel is approximately 45km from the Taiwan Taoyuan International Airport (TPE) and can be reached in 50 minutes by car and accessible by public transport like MRT and airport bus.

The hotel has a fitness centre, an infinity pool, lounge, rooftop bar and laundry facilities for guests.

**The Caesar Park Hotel Banqiao**  
**8, Xianmin Blvd. Sec. 2**  
**Banqiao, New Taipei City 220**  
**Taiwan (R.O.C.)**

[rsvn\\_cphb@caesarpark.com.tw](mailto:rsvn_cphb@caesarpark.com.tw)

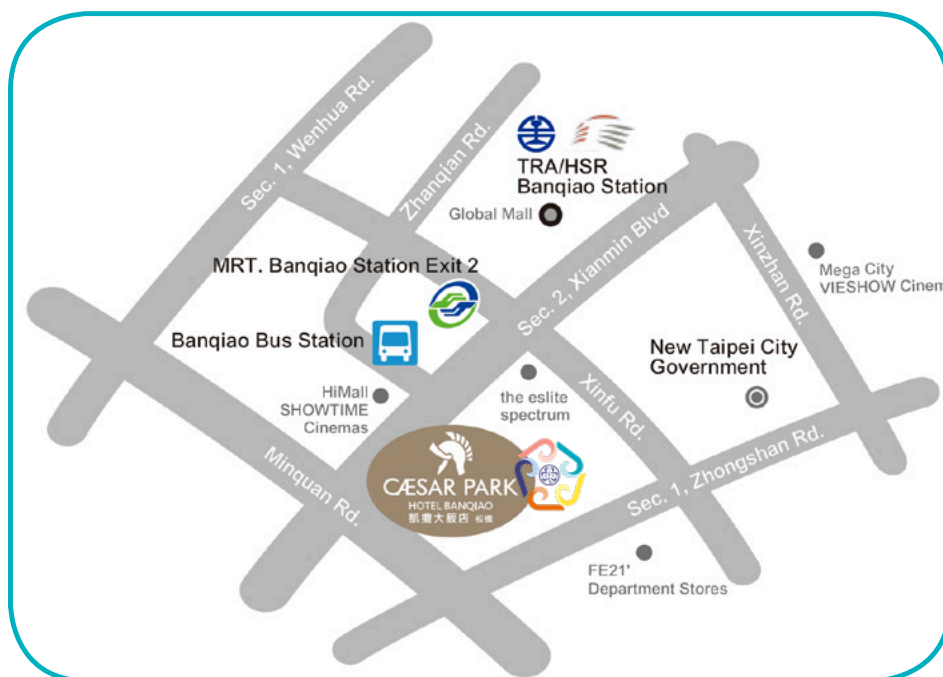
t: (+866)2-8964-9396 (direct line)

<https://banqiao.caesarpark.com.tw/en/>



### CHINESE ADDRESS

凱薩大飯店 板橋  
新北市板橋區  
縣民大道二段8號










# ACCOMMODATION

There are two options of accommodation for you, the **Caesar Park Hotel Banqiao** and **HOTEL CHAM CHAM Taipei**. Both hotels are connected to the conference center through shaded walkway. Participants are required to **book your own accommodation including pre- and post- stay** at [this link](#). After 5 July 2019, the hotel will contact you with the invoice of the amount you need to pay and the payment details.

Please note the following:

- **For twin or other sharing options:**
  - You need to identify the partner(s) sharing with you and state the name in the booking form. Please have the passport details of all persons sharing with you ready for completing the accommodation booking form.
  - **Only ONE person should be completing the accommodation booking form** to avoid double booking. For example:

 share room	
	1. Provide passport details to 
	2. Complete the <a href="#">booking form</a> 3. Receive the invoice from hotel
	4. Send the payment in <b>ONE transaction</b>

- Participants who are not able to find a partner to share with are required to either book single room or manage looking for the partner themselves. Neither the organiser nor the hotel are able to manage pairing of participants who do not have a partner to share with.
- Neither WAGGGS nor GST is responsible for any errors in booking, invoicing and payment. The transaction is solely between the guest and the hotel.

The rates of the hotels are as such:

Hotel	Room Type	Price (per room per night)
HOTEL CHAM CHAM Taipei	Twin/ Single	TWD 2,800
Caesar Park Hotel Banqiao	Deluxe Twin/ Deluxe Single	TWD 4,000
	Triple (3 single beds)	TWD 5,200
	Elite Twin/ Elite Single	TWD 4,500
	Prestige Twin/ Prestige Single	TWD 5,500
	Junior Suite Single (one king size bed)	TWD 6,000

**Above rates will be billed in Taiwanese Dollars and are inclusive of 10% service charge and 5% tax.  
No extra bed service for all room types.**

## CHECK IN AND CHECK OUT

Check in at 3:00pm

Check out at 12:00pm

## WHAT'S INCLUDED

- Daily buffet breakfast
- Complimentary Wi-Fi and broadband Internet access
- Coffee / tea set in each room
- Daily complimentary mineral water
- Free parking during stay (per car per room)
- For **Caesar Park guests**: complimentary access to fitness centre and swimming pool.
- For **Prestige/Junior Suite guests**: complimentary access to Prestige Lounge (executive lounge)







## HOTEL CHAM CHAM TAIPEI

From check-in method and transportation to room types and music, a variety of options and combinations give you the flexibility you need. Our convenient location allows you to explore Taipei or even Taiwan easily and enjoy the fun of traveling as much as possible.

“Living a fun and free life” and “sharing life with the ME generation” are the concepts which make HOTEL CHAM CHAM Taipei special. We offer smart technologies, chic and tasteful design and stress-free travel experience; CHAM CHAM is undoubtedly the best choice for young tourists around the world when they visit Taiwan.

Special features at HOTEL CHAM CHAM Taipei:

- Neighbor with Caesar Park Hotel Banqiao and Hilton Hotel as a brand new hotel buildings.
- Situated in traffic hub with highway, train, MRT, and HSR, taking you to anywhere you like.
- Surrounded by famous department stores, cinema, restaurants, and book shop for the best entertainment.
- Total 337 rooms, fulfill any type of travel groups in family, friends, or business trip.

### CHINESE ADDRESS

趣淘漫旅

新北市板橋區中山路一段139號

**HOTEL CHAM CHAM TAIPEI**  
**139, ZHONGSHAN RD. SEC.1,**  
**BANQIAO, NEW TAIPEI CITY, TAIWAN**  
**[RSVN.TPE@CHAMCHAM.COM.TW](mailto:RSVN.TPE@CHAMCHAM.COM.TW)**

**T: (+866)2-8964-9396**

**[HTTPS://TAIPEI.CHAMCHAM.COM.TW/EN/](https://taipei.chamcham.com.tw/en/)**





## CAESAR PARK HOTEL BANQIAO

The international Caesar Park Hotel Banqiao has carefully conceived to provide a level of attentive service and Taiwanese hospitality. The idea of New City x New Concept x New Hotel puts you in a destination of cultural and modern excitement. With 400 stylish guest rooms, two exceptional dining venues, the rooftop infinity pool at level 32 and more, the hotel offers a delightful and exciting stay.

Hidden in a bustling city, Caesar Park Banqiao is 12-ping space decorated with white walls and wooden design using green as the base, creating a quiet and relaxing environment for your stay. Featuring elegant quality, marble bathroom equipment and a dual-function washbasin are designed for relieving fatigue among business travelers.



### CHINESE ADDRESS

凱薩大飯店 板橋  
新北市板橋區縣民大道二段8號

### CAESAR PARK HOTEL BANQIAO

8, XIANMIN BLVD. SEC. 2  
BANQIAO, NEW TAIPEI CITY, TAIWAN  
[RSVN\\_CPHB@CAESARPARK.COM.TW](mailto:RSVN_CPHB@CAESARPARK.COM.TW)

T: (+866)2-8964-9396

[HTTPS://BANQIAO.CAESARPARK.COM.TW/EN/](https://banqiao.caesarpark.com.tw/en/)

# REGISTRATION

## BOOK ONLINE THROUGH OUR WEBSITE!

Registration is open now. For the 13th Asia Pacific Regional Conference, all registrations can be completed online through the dedicated Conference website:

<https://eu.eventscloud.com/ehome/ap-reco/welcome>.

You can book more than one ticket at once, but you will be required to provide the information details for all the attendees. You can edit your personal information and travel details after the registration is completed (for example, you can fill in the information about flights later, if you have not already booked them).

Once you register, the Events team will review your application and confirm with your Member Organisation that you are part of the official delegation. You can speed up this process by asking your MO to provide a list of all the names in their delegation at [AP.ReCo@waggggs.org](mailto:AP.ReCo@waggggs.org). You will also be able to provide the list by uploading the document when you are registering. This only applies if you register as delegate or observer.

If you would like to join us as a guest, meaning you are not part of the official delegation, your registration will be confirmed by the Regional Committee.

Once the registration is confirmed, you will be sent a link to pay the registration fees online.

**Participants will have one week to pay the registration fees online after receiving the confirmation email.**

Should you be unable to register online or have any issues with your booking, we will be happy to assist. Contact the Events Team at [AP.ReCo@waggggs.org](mailto:AP.ReCo@waggggs.org) or via the World Bureau Office (+44 207 4336 437).

## CONFERENCE FEES

13th Asia Pacific Regional Conference **full registration price is US\$680 per person.**

All registration will **close at 17:00 GMT time on 5 July 2019.**

## YOUR FULL CONFERENCE FEE INCLUDES

- Full access to all the 13th Asia Pacific Regional Conference sessions, workshops and networking activities, including all materials
- Exhibition space at the International Night and Regional Market
- Meals as part of the scheduled programme (from lunch on 13 August to lunch on 17 August) Please note that **dinner on 12 August (Monday), 15 August (Thursday) and 17 August (Saturday) are not included.** 15 August is a free evening and you are free to have dinner anywhere you prefer. However, if you are a FAPW member, you also have the option to purchase the dinner ticket of the FAPW 20th anniversary dinner at **US\$60** (Please indicate in your registration). On 17 August, you are free to have dinner on your own after the half day tour
- Venue facilities and Wi-Fi
- Airport transfer to the hotel and return
- All transport as part of the scheduled programme
- Half day Taipei city tour
- Access to the Conference App



Please note that travel to Taiwan and **accommodation during the conference are not included** in the conference fees. Make sure you book your accommodation and flights in good time.

We apologise that two dinners included in the original registration fees (12 and 15 August) are not included anymore in the package. This is to avoid complications of serving dinner on arrival day (12 August) where participants are arriving at different times, and to enable participants the freedom to enjoy delicacies of your choice in the free evening of 15 August. Taiwan is famous for street food at their many night markets and you might want to explore that.

## SPECIAL RATE FOR YOUNG WOMEN

Are you a young woman, aged under 30 on the first day of Conference? If so, the 13th Asia Pacific Regional Conference has an attractive 30% discount to encourage your attendance. Use the code **THRIVE2019** to enable this discount. Your full registration fee will therefore cost **US\$476**.

Don't forget to register for the **Young Women in Governance Workshop Sunday 11 August to Monday 12 August 2019** by clicking [here](#). Deadline to register is **17:00 GMT on 21 June 2019**.

## GRANTS

We hope to be able to provide grants to all the young women attending at the Young Women in Governance Workshop and support them to stay for the whole Regional Conference.

You can apply for a full conference registration fee or a partial conference registration fee. Please click [here](#) to use our registration page and apply for grants. You can apply for the grant while registering for the Young Women's event and the Conference.

The deadline to apply for the grant is 21 June 2019. All applicant participants will be informed of the outcome of their application by 28 June 2019.

There is also an opportunity to sponsor another MO in sending their delegates to the Conference. Any help will be highly appreciated. There will be an opportunity to donate when you register, or you can contact us at [AP.ReCo@waggs.org](mailto:AP.ReCo@waggs.org).



## DAY AND DINNER TICKETS

Interested to only join us for a day or attend our dinner functions? We will offer day and dinner tickets for guests.

Day and dinner tickets rate per person:

Function	Date	What's included	Price
Full day Conference Day 1	13 August 2019 Tuesday	<ul style="list-style-type: none"> <li>Attendance to conference events from 8.30am to 10.00pm</li> <li>One lunch, one dinner and two coffee breaks</li> <li>Conference name tag</li> <li>Access to Conference app</li> </ul>	USD 150
Full day Conference Day 3	15 August 2019 Thursday	<ul style="list-style-type: none"> <li>Attendance to four capacity building workshops from 8.30am to 5.30pm</li> <li>One lunch and two coffee breaks</li> <li>Conference name tag</li> <li>Access to Conference app</li> </ul>	USD 100
Half day Conference Day 4	16 August 2019 Friday	<ul style="list-style-type: none"> <li>Attendance to the Ideas Playground from 8.30am to 12.30pm</li> <li>One lunch and one morning coffee break</li> <li>Conference name tag</li> <li>Access to Conference app</li> </ul>	USD 60
Half day Conference Day 5	17 August 2019 Saturday	<ul style="list-style-type: none"> <li>Attendance to conference sessions from 8.30am to 12.30pm</li> <li>One lunch and one morning coffee break</li> <li>Conference name tag</li> <li>Access to Conference app</li> </ul>	USD 60
Friends of Asia Pacific WAGGGS (FAPW) 20th Anniversary Dinner	15 August 2019 Thursday	<ul style="list-style-type: none"> <li>This event is only open to members of FAPW</li> <li>Conference participants can book the dinner ticket when registering for the main conference</li> </ul>	USD 60 (for participants of the 13th APR Conference) USD 80 (for other guests)
Asia Pacific Region 50th Anniversary Dinner	16 August 2019 Friday	<ul style="list-style-type: none"> <li>FAPW Gathering participants can book the dinner ticket when registering for the 7th FAPW Gathering</li> </ul>	USD 60 (for participants of the 7th FAPW Gathering) USD 80 (for other guests)

**Deadline for Day Packages registration is at 17:00 GMT on 5 July 2019.** You can register [here](#).

Please note that **travel to Taiwan and accommodation are not included**. Make sure you book your accommodation and flights in good time.

## PAYMENT DETAILS

Payment for registration fees can be made via the Conference registration page using one of the following cards:

- MasterCard
- Visa
- JBC
- Maestro

If you have any issues, please contact WAGGGS at [AP.ReCo@wagggs.org](mailto:AP.ReCo@wagggs.org).

## CANCELLATION AND REFUND POLICY

Registration fees are non-refundable, even on failure of visa application. However, they can be transferred to another person. Kindly note that any change in registration can be made by logging into the website before the registrations close.

After 19 July 2019, substitution cannot be arranged and the registration fee will be forfeited. In case of unforeseeable circumstances, please contact WAGGGS by email [AP.ReCo@wagggs.org](mailto:AP.ReCo@wagggs.org) immediately.

## PARTICIPANTS

Member Organisations may send two Delegates (1 head delegate and 1 delegate). As per a previous decision of the Asia Pacific Regional Committee, the number of observers per Member Organization/ delegation varies depending on the country's number of members. As this is a special year for our 50th Anniversary, Member Organisations will be able to send more Observers to the Conference. Therefore, see the following table to know how many observers your Member Organisation can bring:

### **Up to 20,000 members – 3 observers**

Brunei Darussalam, Cambodia, Cook Islands, Fiji, Kiribati, Maldives, Mongolia, New Zealand, Singapore, Solomon Islands, Papua New Guinea, Taiwan, Tonga

### **20,001 to 50,000 members – 5 observers**

Australia, Hong Kong, Japan, Nepal, Korea

### **50,001 to 150,000 members – 6 observers**

Malaysia, Myanmar, Pakistan, Sri Lanka, Thailand

### **150,001 to 250,000 members – 7 observers**

NA

### **250,001 to 1,000,000 members – 9 observers**

Bangladesh, Philippines

### **1,000,001 or more members – 10 observers**

India

In supporting WAGGGS' mission of developing young women as decision makers, Member Organisations should make every effort possible to include one young woman (aged 18-30) in the delegation as either the conference delegate or observer. Young women who currently serve or are being developed as members of the national board, executive committee or sub-committees are ideal candidates to fulfill this role and will gain valuable international experience.

Please contact WAGGGS at [AP.ReCo@wagggs.org](mailto:AP.ReCo@wagggs.org) should your Member Organisation like to bring more guests to the Conference.

# CONFERENCE PROGRAMME<sup>1</sup>

## Pre-conference:

**11-Aug Sunday:** Young Women in Governance Workshop Day1/ APR Committee meeting at GST

**12-Aug Monday:** Young Women in Governance Workshop Day2/ **Arrivals and Registration/**  
Nomination committee meets Regional Committee Nominees (1700-1900)/  
APR Committee meeting at GST

	Time	13-Aug Tuesday	14-Aug Wednesday	15-Aug Thursday	16-Aug Friday	17-Aug Saturday	18-Aug Sunday
		PT + Chair Meeting					
Reflection	0830-0900	Orientation	Morning reflections				Departures
Session 1	0900-1030	Opening of business RC nominees presentation	Global Strategy	Forum 2019: Capacity Building workshops	Forum 2019: Ideas Playground  Networking sessions	Young women in governance	Handover Meeting with outgoing Regional Committee
Coffee Break 1030-1100							Meeting of incoming Regional Committee
Session2	1100-1230	Opening ceremony*	Regional action plan	Forum 2019: Capacity Build- ing workshops	Forum 2019: Ideas Playground  Networking sessions	Closing of busi- ness  Official presentation of RC  Regional Awards	
Lunch 1230-1400							
Session 3	1400-1530	Global and regional update*	Proposed mo- tions  2022 Regional Con- ference bids	Forum 2019: Capacity Build- ing workshops	Voting on mo- tions, including 2022 conference & RC nominee election	Half day excursion	
Coffee Break 1530-1600							
Session 4	1600-1730	Our future	Capacity Building Framework launch (1600-1645)  Speed dating (1645-1800)	Forum 2019: Capacity Building workshops	Global programmes in the region		
Dinner 1730-1900				Free evening or FAPW 20 <sup>th</sup> Anniversary Dinner*	Dinner served later as part of 50 <sup>th</sup> Anniversary Dinner*	Free evening	
Evening Activities	1900-2200	International night and regional bazaar*	1930 FAPW Membership Ceremony*				

 **Unite**  **Thrive**  **Grow**

<sup>1</sup> The Programme is colour-coded according to the three elements of the conference theme: Unite, Thrive and Grow.

\* Will be joined by Friends of Asia Pacific WAGGGS



# OPTIONAL TOURS

Visit the website of Tourism Bureau of Republic of China (Taiwan) (<https://eng.taiwan.net.tw/>) and Tourism and Travel Department of New Taipei City Government (<https://tour.ntpc.gov.tw/en-us/>) to see what is fun in Taiwan! You may also find several interesting trips as below. More options are available at the website of [KLOOK](#) and [KKDay](#).

**You will have to book the optional tours directly through the website and pay online by credit card.**

## TAIPEI DOUBLE DECKER BUS TOUR

<https://www.klook.com/en-GB/activity/2921-double-decker-bus-tour-taipei/>

- Discover major landmarks in Taipei by exploring from 23 bus stops across two routes
- Visit top attractions such as Taipei 101, National Palace Museum, Chiang Kai Shek Memorial Hall, Ximending and many more
- Hop on and off at your preferred attractions along the Taipei sightseeing bus route for maximum flexibility
- Share your traveling moments with free WiFi available on the Taipei double decker bus
- Enjoy introductions of attractions with a headset commentary in a choice of languages: English, Chinese, Japanese, and Korean

## DAY TOUR FROM TAIPEI: JIUFEN OLD STREET, GOLDEN WATERFALL, AND BITOU CAPE

<https://www.kkday.com/en/product/101>

- Explore Bitou Cape, Nanya Rock Formations, and Golden Waterfalls
- Delight in the mix of yellow and blue bay colors at Yin Yang Sea
- Learn about the famous gold rush at the Gold Museum
- Indulge in local delicacies along Jiufen's ancient streets



Image by [Pexels](#) from [Pixabay](#)



# USEFUL INFORMATION BEFORE YOU BOOK

## TRAVEL TO TAIWAN

All participants are advised to book flights to land at **Taiwan Taoyuan International Airport (TPE)**. We suggest you book flight landing not later than 19:00 on 12 August 2019. This is to enable participants to have enough time to go through immigration, collect bags, travel to the hotel, register, check in and relax before the conference starts on Tuesday 13 August 2019.

You can add your flight details during your registration. If you have not booked your flight when you register, we will provide you a link where you will be able to add the information. Airport transfers will not be organised for those who do not submit the travel details by **17:00 GMT time on 19 July 2019**.

Kindly check with the airlines if you need any transit visas if you are taking flights transiting in other places.

## TRAVELERS WITH SPECIAL NEEDS

Taiwan is a friendly place for people with special needs or with mobility challenges. Wheelchairs and assistance in boarding and disembarking are available at Taoyuan International Airport upon request with the respective airlines. Majority public spaces and public transport have ramps and facilities for people with special needs.

## AIRPORT TRANSFERS

Airport transfers by Girl Scouts of Taiwan are only available for full conference participants arriving at Taiwan Taoyuan International Airport on the following dates:

- **Arrivals from Sunday 11 August to Monday 12 August**
- **Departures from Friday 16 August to Sunday 18 August**

Once you cleared customs, please proceed to the **North meeting point** located at the right of the arrival hall. Members of GST will welcome you there.

**Airport transfers for young women participating in the Young Women in Governance Workshop will also be arranged only on Saturday 10 August 2019.**

The organisers are not responsible for arranging airport transfers for those participants staying in places other than the Caesar Park Hotel Banqiao and HOTEL CHAM CHAM Taipei prior to or after the Conference.

## INSURANCE

Neither Girl Scouts of Taiwan nor WAGGGS can take responsibility for any medical, accident or personal property claims by participants of the Conference or Gathering (other than those that may fall under public liability). WAGGGS will also not be liable for travel costs in the event of cancellation of the gathering for any reason.

All participants must arrange their own insurance for travel, health, accident and personal property. Please also note that self-medication is the responsibility of the participant.

In the case of accidents or severe illness, participants will be taken to a hospital nearby. Please note that delegates who make use of this facility will be charged for medical consultations, treatment, and medication.

## VISA INFORMATION

- Participants attending the 13th Asia-Pacific Regional Conference and 7th Friends of Asia Pacific WAGGS Gathering organised by Girl Scouts of Taiwan who are **not from visa-exempt countries** are eligible to apply for an **eVisa** with an Ecode provided by the Bureau of Consular Affairs to Girl Scouts of Taiwan.
- After completing the conference registration process, GST will submit the personal information of participants requiring a visa to enter Taiwan (including **Nationality, Passport No, Date of Expiry, name, birthday, gender**) to the Bureau of Consular Affairs, Ministry of Foreign Affairs, Taiwan in order to receive an **Ecode** which you can use to apply eVisa online.
- You will receive an Ecode and some instructions for eVisa application by e-mail on the first week of July, then please go to the website to apply the eVisa: [https://visawebapp.boca.gov.tw/BOCA\\_MRVWeb/subroot/MRVWebO\\_disclaimer.jsp](https://visawebapp.boca.gov.tw/BOCA_MRVWeb/subroot/MRVWebO_disclaimer.jsp). You have to pay the **eVisa fee (approximately USD 50)** online by credit card.
- ROC overseas missions may, depending on the applicant's nationality and purpose of visit, request through email that the applicant submit additional documents within a specific time frame. If these documents are not submitted by the given deadline, the application may be denied.
- When an eVisa application has been approved, the applicant will receive a notice by email containing a web page link to download and print the eVisa. The eVisa holder is required to present a paper copy of the eVisa at the immigration checkpoint for verification by the National Immigration Agency upon arrival in Taiwan. However, immigration officers at ports of entry in Taiwan have the right to deny entry to eVisa holders without providing further explanation.
- eVisa applicants must possess an ordinary, official, or diplomatic passport with validity of at least six months as of the date of intended entry into Taiwan.
- The information below is to help participants from possible participating countries clarify their visa requirements. Please refer the websites listed for more information. Should there be any changes to this information, GST will inform the relevant MOs accordingly.
  - **Visa-exempt countries** (<https://www.boca.gov.tw/cp-149-4486-7785a-2.html>)
    - Australia, Finland, France, Japan, Republic of Korea, Malaysia, New Zealand (including Cook Islanders who hold New Zealand passport), Singapore, Spain, United Kingdom, United States of America
    - Brunei, Philippines and Thailand passport holders are visa exempt until 31 July 2019 according to the website. Girl Scouts of Taiwan will check with the Ministry of Foreign Affairs and update you if there are changes to this rule
  - **Countries eligible for eVisa without the specific conference Ecode** ([https://visawebapp.boca.gov.tw/BOCA\\_MRVWeb/subroot/MRVWebO\\_disclaimer.jsp](https://visawebapp.boca.gov.tw/BOCA_MRVWeb/subroot/MRVWebO_disclaimer.jsp))
    - Kiribati, Solomon Islands
  - **Countries which need the conference Ecode to apply eVisa** (<https://www.boca.gov.tw/cp-159-249-4162c-2.html>)
    - Bangladesh, Cambodia, Fiji, India, Kenya, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Papua New Guinea, Sri Lanka, Tonga
    - If you are one of the listed countries, your participants need to **complete the conference registration form by 28 June 2019** to enable GST to process the Ecode for you. Participants from these countries who are not registered by this deadline will not be included in the list to apply the Ecode and further requests will not be entertained.

## WEATHER

Summer in Taiwan is hot and humid with an average temperature of 25°C (77°F) ~ 35°C (95°F). It will be sunny with occasional rain showers. Participants are advised to carry an umbrella. During the summer time (June to August), typhoons sometimes approach or hit Taiwan. You can visit the [website](#) of Taiwan Weather Central Bureau before you come to Taiwan.

## MEDICATION

Participants are responsible to bring own medication that are essential for yourself. Please also bring the doctor's prescription especially for controlled medicines.

## CURRENCY

New Taiwan Dollars, NTD (or TWD) is the currency used locally. You can do the currency exchange at the airport or nearby banks. There is no currency exchange service at the hotel or independent money exchange facilities.

Major credit cards such as Visa and Mastercard are accepted by big establishments but cannot be used at convenience stores, and for MRT or bus tickets.

## THE EASYCARD

**The EasyCard** allows visitors to conveniently ride the Taipei MRT or bus systems without the need to constantly search for loose change. 7-11, Family Mart, and other convenience stores and supermarkets also accept the EasyCard for payment.

It can be purchased at all MRT stations and convenience stores for NT\$100. Card is issued with no balance, so be sure to recharge the card with some credit after purchase. Refunds of credit can be done at MRT stations. Further information can be found at <https://www.easycard.com.tw/en/>

## MOBILE DATA & INTERNET

You may buy a local sim at your own expense at the airport for mobile data usage. The hotels offer free WiFi in all rooms and conference areas.

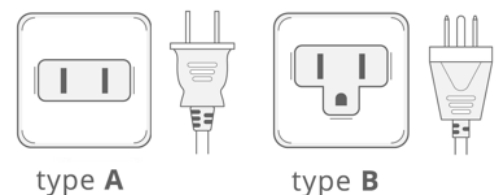
## ELECTRICITY

Taiwan uses electric current of 110 volts at 60 cycles, appliances from Europe, Australia or South-East Asia will need an adaptor or transformer. Many buildings have sockets with 220 volts especially for the use of air conditioners.

For more travel Itinerary information, please visit the [website](#) of Tourism Bureau, Republic of China (Taiwan) for your reference.

## TIPPING

Tipping is not customary in most of places of Taiwan.





## CONTACT INFORMATION

If you have any questions concerning registration, conference programme, travel, etc, please contact WAGGGS' Events Team at [AP.ReCo@waggggs.org](mailto:AP.ReCo@waggggs.org) or by phone at the World Bureau Office (+44 207 4336 437). WAGGGS office hours are Monday – Friday from 9:00am to 6:00pm UK time.

### GIRL SCOUTS OF TAIWAN

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