



5th WORLD SUMMIT ON ARTS & CULTURE MELBOURNE 2011

3 – 6 October 2011



World Summit Pre-arrival Information

With World Summit on Arts and Culture 2011 fast approaching, we would like to provide you with some valuable information to assist with your arrival.

IMPORTANT INFORMATION

Victoria's period of daylight saving will start at **0200** on Sunday 2 October 2011. At 0200, please ensure you move clocks forward one hour to 0300. This is vital for those of you who are planning to attend the IFACCA organised CEO Leadership Seminar at Melbourne University. Please refer to the [Programme](#) for more information.

VENUE LOCATION

The Melbourne Central Business District (CBD) is approximately 30 minutes by car from Melbourne Airport. There are a number of transport options on offer from the airport.

Each airport terminal has its own sheltered taxi rank with supervisors on hand in peak hours to ensure a smooth flow of taxis for travellers.

Bus Service – the SkyBus service operates every 10 - 15 minutes during the day between Melbourne airport and the city. This service takes approximately 25 minutes to arrive at Southern Cross Station in the CBD and the cost is A\$16 one way (A\$26.00 return).

SkyBus also offers complimentary hotel transfers during the day to most CBD hotels. Please note operating times and hotel exclusions apply.

For further information, to book your ticket online or view the complimentary CBD hotel shuttle bus information visit www.skybus.com.au or phone + 61 3 9335 2811

Contacts have been provided below if you would prefer to pre-book your taxi during your stay in Melbourne.

Melbourne Cabs

Phone: 1300 9091 9422 (Airport transfers)

Phone: 03 9091 9440 (City transfers)

Web: www.melbournecabs.com.au

Yellow Cabs Melbourne

Phone: 13 1924

Web: www.yellowcab.com.au

Silver Top Taxis Melbourne

Phone: 131 008

Web: www.silvertop.com.au

Wheelchair Accessible Taxis Melbourne

Phone: 9277 3877

Web: www.silvertop.com.au

GETTING TO THE VENUE – MELBOURNE CONVENTION AND EXHIBITION CENTRE (MCEC)

The Convention Centre is located at: 1 Convention Centre Place, South Wharf Melbourne.

The following transport options are available:

Trains – The nearest train station is Southern Cross Station which is located at the corner of Collins St and Spencer St (a 10-15 minute walk to the MCEC).

Tram – Trams run along Spencer Street every few minutes. Tram routes that travel past the MCEC include; 96, 109 and 112.

If you are staying in Melbourne for the week and plan to use public transport, we recommend purchasing a weekly ticket. Please visit www.metlinkmelbourne.com.au for more information on tickets for trams, trains and buses.



PARKING

Melbourne Exhibition and Convention Centre Car Park

- 1,060 undercover parking spaces managed by Wilson Parking
- Parking entrance off Normanby Road
- Open 24 hours, 7 days a week
- Evening rate, Monday to Thursday - \$10.00, entry from 6pm and exit before 6am
- Fees are subject to change without notice. Fees are listed below:

Parking Rates	
0.0 – 1.0 hour	\$6.00
1.0 – 2.0 hours	\$16.00
2.0 – 3.0 hours	\$24.00
3.0 - 4.0 hours	\$32.00
4.0 + hours	\$32.00 max
Lost Ticket	\$50.00

Melbourne South Wharf Car Park

- 550 open air parking spaces managed by Wilson Parking
- Entrance off Normanby Road
- Open 24 Hours, 7 days a week
- Evening rate - \$8.00, entry after 6pm and exit before 6am
- Fees are subject to change without notice. Fees are listed below:

Parking Rates	
0.0 - 1.0 hour	\$4.00
1.0 - 2.0 hours	\$8.00
2.0 - 3.0 hours	\$12.00
3.0 - 4.0 hours	\$16.00
4.0 - 5.0 hours	\$20.00
5.0 - 6.0 hours	\$24.00
6.0 - + hours	\$28.00 max
Lost Ticket	\$50.00

ACCOMMODATION – CHECKING INTO YOUR HOTEL

Please be mindful, hotels in Melbourne have a check-in time of 1400 and a check-out time of 1000. If you are arriving on an early morning flight, you may wish to pre-register and pay for your room for the previous night to ensure it is available for your arrival. If you need to pre-register and pay for your room for the previous night or if you know you will arrive after 1800, please contact the Summit Managers in advance.

Tel: 1300 799 691 (within Australia)

Tel: + 61 2 9265 0700 (International)

Email: worldsummit@arinex.com.au

Please find below the list of World Summit Hotels for your convenience:

Hotel Name	Hotel Address	Hotel Contact Details
Hilton Melbourne South Wharf	2 Convention Centre Place, South Wharf, Melbourne, Victoria 3006	Phone: +61 03 9027 2000 Fax: +61 03 9027 2001
Melbourne Shortstay Apartments – Vue Grand	63 Whiteman Street, Melbourne, Victoria 3000	Phone: +61 3 9682 7311 Fax: +61 3 9696 2177
Holiday Inn Melbourne on Flinders	575 Flinders Lane, Melbourne, Victoria 3000	Phone: +61 3 9629 4111 Fax: +61 3 9629 4300
Pensione Hotel Melbourne	16 Spencer Street, Melbourne, Victoria 3000	Phone: +61 3 9621 3333 Fax: +61 3 9621 1922
Hotel Enterprize Melbourne	44 Spencer Street Melbourne VIC 3000	Phone: +61 3 9629 6991 Fax: +61 3 96147963

REGISTRATION PROCESS

Please visit the registration desk when you first arrive at the Summit to collect your name badge and other World Summit related materials.

The registration desk is located on Level 1 of the Melbourne Convention Centre. The registration desk will be open during the following times:

Monday 3rd October 2011 1130 - 2030
Tuesday 4th October 2011 0800 - 1600
Wednesday 5th October 2011.... 0830 - 1600
Thursday 6th October 2011 0900 - 1430

Registration Desk Phone: +61 3 9235 8655

It is strongly encouraged that you register at the start of the registration opening hours to avoid a last minute rush.

Important note: If you have not paid for your registration you **must** make payment before you can participate in sessions and collect your Summit materials. If payment has not been received by the commencement of the Summit from either yourself or your organisation, you will be required to pay the outstanding amount by credit card or cash at the registration desk before attending any sessions.

If you have not paid for your registration, you will be directed to the cashier to make payment. To avoid delay, we recommend you settle any outstanding accounts prior to arriving at the Summit.

Upon registering you will receive your name badge, bag, Summit programme and any additional social programme tickets. Your name badge must be worn at all times to gain access to the sessions.

Insurance - Summit registration fees do not include insurance of any kind. It is strongly recommended that you take out an insurance policy of your choice before arriving at the Summit. This insurance is to be purchased in your country of origin. The Summit Managers cannot take any responsibility for any participant failing to arrange their own insurance.

DELEGATE LIST

A list of delegates will be available in your bag. The delegate list contains the names, organisations, positions and state, country or region of origin of all registered, excluding those who declined inclusion in accordance with Australian Privacy Laws.

CATERING AND DIETARY REQUIREMENTS

Morning and Afternoon Tea and Lunch Breaks

Morning, Afternoon Tea and Lunch is being provided for registered delegates throughout the duration of the Summit. It will be served on the Level 1 Foyer of the Melbourne Convention Centre. Please ensure your name badge is worn to receive this entitlement.

Dietary Requirements

If you have dietary requirements you must advise the Summit Managers before the 28 September 2011. These dietary requirements will be catered for as long the Summit Managers have been advised in advance. Please note that if you do not pre-order your catering, your dietary requirements may not be accommodated.

CLOAK ROOM

The Cloak Room is located on the ground floor of the Melbourne Convention Centre, to the right of the Customer Service Desk. Cloak Room service will be offered free of charge during standard business hours (0700 – 1800) but will incur a fee should this service be required outside of these times.

PROGRAMME & PROGRAMME CHANGES

A comprehensive and stimulating Summit Programme has been developed to cover a wide range of topics for this World Summit.

The Official Programme commences at 1830 on Monday 3 October 2011 for the Opening Ceremony located on the ground floor of the Melbourne Convention Centre. The programme concludes on Thursday 6th October at 1430 unless you have purchased tickets to *Chunky Move and Victoria Opera / Assembly, Melbourne Festival's opening night party or are involved in the various invite only IFACCA events.*

For more details, the programme is available on the website. Please [click here](#) to view

The programme is subject to change, so we ask you to please check the programme regularly. All registered delegates will receive a copy of the Delegate Programme in the Summit Bag when collecting their registration materials. Please ensure you check the Programme Updates board located near the registration desk at the Summit.

Please visit the Registration Desk for assistance with Programme questions and the location of session rooms.

INTERNET ACCESS

All delegates will have access to MCEC's free wireless internet service. The free service is available between 0700 and 2359 and allows basic Internet and Email access. Corporate VPN or services such as Skype are not accessible on the free service. To connect to this free service, choose the wireless network called "MConnect" from the wireless networks list. Then start a web browser session and accept the terms and conditions.

World Summit Online

Facebook

Bring your camera or smartphone.

To celebrate the 5th World Summit on Arts and Culture being held in Melbourne, Victoria we are offering you the chance to win an iPad.

To enter the World Summit iPad competition follow these simple steps:

1. Before the Summit starts 'like' the [IFACCA Facebook page](#). The [IFACCA Facebook page](#) provides the latest news updates on speakers and the programme, it is also a place for you to connect with other delegates and hold discussions online.
2. Once you're in Melbourne or travelling around Victoria take photos of yourself or fellow delegates at your favourite destinations and then send them to info@artsummit.org. The photos will be uploaded daily to the [IFACCA Facebook page](#).

At the end of the World Summit a panel from Tourism Victoria will decide on a winning entry from delegates who 'like' the [IFACCA Facebook page](#) and award the winner an iPad.

Terms and Conditions: The competition closes at 12pm, Friday 7 October 2011. The winner will be notified by email. The panel's decision is final and no correspondence will be entered into. The prize must be taken as stated and cannot be deferred. There will be no cash alternatives.

Twitter

Join the World Summit conversation using the official hashtag #artsummit or follow [@IFACCA](#).

LinkedIn

Join the [World Summit group](#) to connect with other delegates.

MOBILE PHONES AND PAGERS

Please ensure your mobile phone and/or pager is switched to silent while you are in a session. There are several coin and card phones in and around the Melbourne Convention Centre. Phone cards may be purchased at most newsagents or chemists. The nearest post office to the Summit venue is located at Shop 12, 1 Freshwater Place, Southbank. Operating hours are 0900 – 1700, Monday to Friday.

BUSINESS CENTRE

The business centre is located within the exhibition area. Internet access, printing, fax and photocopying facilities will be available for a fee.

ACCESSIBILITY

Should you require specific assistance, please see the staff at the registration desk.

SPEAKER PREPARATION

Speaker Briefing Notes have been distributed to all presenters. The notes include detailed information about how to prepare and upload your presentation.

Speaker Preparation and IT Support during the Summit

The Speaker Preparation Room will be located in Speaker Room 101 on Level 1. Please refer to the venue floor plan which will be included in the Delegate Programme that you will receive upon registering. The speaker preparation room will be open during the following times:

Tuesday 4 October 2011 0700 - 1700
Wednesday 5 October 2011 0730 - 1700
Thursday 6 October 2011 0730 - 1430

Presenters must visit the Speaker Preparation Room prior (ideally 24 hours prior) to the start of their session to ensure their presentations are loaded successfully and to be shown how to use the electronic lecterns.

COMMUNICATIONS DURING THE SUMMIT

All messages received during the Summit can be placed on the message board located next to the registration desk. Should you wish to contact another delegate during the Summit, please approach the registration desk to write a message. We encourage all participants to check the message board periodically to collect any messages.

Language

We are extremely grateful that several speakers who are from non-English speaking backgrounds have agreed to present in English. English will also be the language of discussion. Simultaneous translation facilities or assistance will, however, be available for delegates that require it (in French and Spanish only) in Plenary 1.

Captioning

Realtime captioning in English will be available in Plenary 1 and Room 103. The captioner's will hear question and answers from the microphones and will provide captioning. Any French and Spanish questions/answers will be translated into English by the translators and will therefore be captioned.

SESSIONS ON THE MOVE

Listed below are the complimentary options each delegate has for tours of arts venues and projects in and around Melbourne. These will be held from 1600 Tuesday on 4 October. Please refer to the Programme for further information.

- 1. The Australian Synchrotron*
- 2. Digital Learning Hub (the Arts Centre) + NGV Kids Space (National Gallery of Victoria)
- 3. Emerald Hill Inclusive Artshub, South Melbourne*
- 4. Federation Square then ArtPlay + Signal
- 5. Federation Square then National Gallery of Victoria – Australia
- 6. Federation Square then the Australian Centre for the Moving Image
- 7. Footscray Community Arts Centre*
- 8. Immigration Museum
- 9. Koorie Heritage Trust
- 10. Melbourne Laneways Street Art
- 11. Melbourne Recital Centre + Hamer Hall: architecture and acoustic design
- 12. National Sports Museum*
- 13. Public art in the Docklands
- 14. State Library of Victoria and Wheeler Centre: Books, Writing and Ideas
- 15. Victorian College of the Arts
- 16. Launch of Cambridge Companion to Australian Art (Please note this Tour commences at 1830)

*For each of these tours, please assemble 15 minutes prior to departure at the Hilton South Wharf Hotel located at 2 Convention Centre Place, South Wharf for your bus transfer to and from the venues.

The Meeting Point for all other Tours will be at the Registration Desk.

PRE-PURCHASED TOURS

For each tour, please assemble 15 minutes prior to departure at the Hilton South Wharf Hotel located at 1 Convention Centre Place, South Wharf.

Yarra Valley Food and Wine Experience

Date: Tuesday 4th October 2011
Time: 9.00 – 17.30 hours
Price: \$180.00 per person
Dress: Casual clothing with comfortable walking shoes.

Majestic Melbourne

Date: Wednesday 5th October 2011
Time: 13:00 – 17:30 hours

Price: \$76.00 per person
Dress: Casual clothing with comfortable walking shoes

Melbourne Lanes & Arcades Tour

Date: Thursday 6th October 2011
Time: 10:00 – 14:00 hours
Price: \$115.00 per person
Dress: Casual clothing with comfortable walking shoes

World Summit Official Dinner

Date: Wednesday 5 October
Time: 1930 - 2330
Venue: Melbourne Museum, 11 Nicholson Street, Carlton
Transport: Transport has been arranged and buses will depart from the MCEC and the Holiday Inn on Flinders Lane at 1830. Buses will leave the Melbourne Museum at 2330. Should you require transport, please be at one of these points 10 mins prior to departure time.

SMOKING REGULATIONS

The MCEC is a non-smoking venue. It should be noted that by law, you are not permitted to smoke in any indoor public facility in Melbourne, including bars and restaurants.

PHOTOGRAPHER

By registering for the World Summit you grant the organising committee permission to both photograph and video record you during the Summit activities.

PRAYER ROOMS

Prayer rooms are located on ground level of the MCEC and will be open during Summit hours.

FOR INTERNATIONAL PARTICIPANTS – PLANNING YOUR ARRIVAL TO AUSTRALIA

Visa

All visitors to Australia must have a valid visa to travel to and enter Australia (other than New Zealand passport holders, who will normally be issued a Special Category visa on arrival, provided they meet health and character requirements).

Australian Quarantine and Inspection Service (AQIS)

AQIS plays an important role in keeping out unwanted pests and diseases that could devastate Australia's native wildlife, environment, tourism and agricultural industries.

To have a smooth transition through quarantine and to enjoy your participation at 5th World Summit for Arts and Culture in Melbourne, it is important that you understand Australia's quarantine regulations. Visit <http://www.daff.gov.au/aqis/travel/entering-australia> for more information.

Customs

Please ensure that along with your passport and visa, you also pack your registration confirmation letter within your carry on luggage. You may be asked to produce this when going through customs upon arrival at the airport. In addition to this, please be sure to fill out your Incoming Passenger Card with all details and answer each question honestly.

WEATHER

With its variable climate, October generally offers comfortable weather, being Spring in Melbourne. However, spring also sees a higher rainfall in Melbourne and it is recommended that delegates bring clothing suitable including a warm waterproof coat or jacket for cool days and crisp nights. Average maximum temperature during October is 20°C with an average minimum temperature of 9°C.

EXCHANGE RATES

Australian currency fluctuates on the international monetary exchange. Therefore we recommend checking with your local bank for the exchange rate just prior to your arrival in Australia.

BANKING FACILITIES / CURRENCY

Banking hours are generally 0900 to 1600 and extended on Fridays to 1700. Several international banks have offices in the CBD. An automatic teller facility is available at the Summit Venue, located next to the Customer Service Desk on the Ground Floor of the Convention Centre. There are also another two automatic facilities on the Concourse of the Exhibition Centre.

Australia operates under the decimal system of dollars and cents. Notes come in \$100, \$50, \$20, \$10 and \$5 denominations. Coins come in 5c, 10c, 20c, 50c, \$1 and \$2 denominations. As of 1 July 2000 the Australian government implemented a Goods and Services Tax (GST). An additional 10% will be charged on most items that are purchased. Currency exchanges are located at airports, banks and major hotels. Consult a bank for the latest exchange rate.

CREDIT CARDS

Visa, Mastercard, American Express will be accepted at the Registration Desk. Most hotels, large restaurants and shops will accept international credit cards, the most widely recognised being Mastercard and Visa. Automatic teller machines are plentiful and situated throughout the city.

ELECTRIC CURRENT

Electrical current is 240/250V, AC 50Hz. The Australian three-pin power outlet is different from that in many countries, so you will need an adaptor. If your appliances are 110V, check if there is a 110/240V switch. If not, you will need a voltage converter. Universal outlets for 240V or 110V shavers are usually found in leading hotels.

QUESTIONS

For registration enquiries, please contact:

Tel: 1300 799 691 (within Australia)
Tel: + 61 2 9265 0700 (International)
Email: worldsummit@arinex.com.au

Thank you for your attending and helping to make the 5th World Summit on Arts and Culture a Success!

We wish you safe travels and look forward to greeting you at the Summit!

[#artsummit](https://twitter.com/artsummit)



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