

Conference Pre-arrival Information

With ISBNPA 2011 fast approaching, we would like to provide you with some valuable information to assist your attendance.



LOCATION

The Melbourne 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

Silver Top Taxis Melbourne

Phone: 131 008

Web: www.silvertop.com.au

Yellow Cabs Melbourne

Phone: 13 1924

Web: www.yellowcab.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.

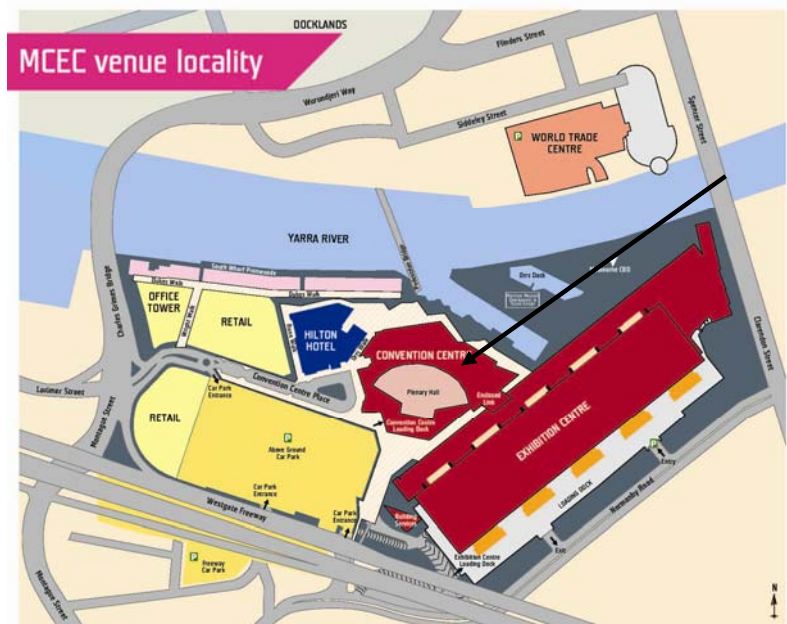
The following transport options are available

Trains – The nearest train station is Southern Cross Station which is located at cnr 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 recommended purchasing a weekly ticket. Please visit

www.metlinkmelbourne.com.au for more information on tickets for trams, trains and buses.



PARKING

Melbourne Exhibition Centre Parking:

- 1,060 undercover parking spaces managed by Wilson Parking,
- Parking entrance off Normanby Road
- Open 24 hours, 7 days a week
- Fees* are subject to change without notice. Fees are listed to the right:

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 Convention Centre Parking

- Parking entrance off Siddeley Street
- Open 24 Hours, 7 days a week
- Fees* are subject to change without notice. Fees are listed below:

Parking Rates		
Casual Rates (Monday – Friday)	Hourly Rate (for the first 3 hours)	\$8.00
	Each Additional Hour	\$4.00
Early Bird Rates (Enter between 6am – 9am)	Early Bird Flat Rate (Monday – Friday)	\$11.00
	Exit between 12pm – 12 midnight (Monday – Friday)	\$11.00
Evening Rates (Monday - Friday). Enter after 4pm and exit before 6am the next day.	Evening Flat Rate	\$5.00
Weekend/Public Holiday Rates (Saturday/ Sunday) enter after 6am and exit before 6am the next day		\$5.00
Lost Ticket		\$50.00

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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 6.00pm, please contact the Meeting Managers in advance.

Tel: 1300 799 691 (within Australia)

Tel: + 61 2 9265 0890 (International)

Email: isbnpa2011@arinex.com.au

Please find below the list of ISBNPA Conference 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 3 9027 2000 Email: reservations.melbournesw@hilton.com Website: www.hiltonmelbourne.com.au
Holiday Inn on Flinders Melbourne	575 Flinders Lane, Melbourne Victoria 3000	Phone: + 61 3 9629 4111 Email: hotel@holidayinnflinders.com.au Website: www.holidayinn.com
Hotel Enterprize Melbourne	44 Spencer Street, Melbourne, Victoria 3000	Phone: + 61 3 9629 6991 Email: info@hotelerprize.com.au Website: http://www.hotelerprize.com.au

Pensione Hotel Melbourne	16 Spencer Street, Melbourne, Victoria 3000	Phone: +61 3 9621 3333 Email: melbourne@pensione.com.au Website: www.pensione.com.au
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REGISTRATION PROCESS

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

The registration desk is located on Level 2 of the Melbourne Convention Centre. The registration desk will be open during the following times:

Wednesday 15 June 20110900 – 2030
Thursday 16 June 20110700 – 1900
Friday 17 June 20110730 – 1800
Saturday 18 June 20110730 – 1500

Registration Desk Phone: +61 3 9235 8658

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 Meeting materials. If payment has not been received by the commencement of the Meeting 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 Meeting.

Upon registering you will receive your name badge, satchel and Meeting program. Your name badge must be worn at all times to gain access to the sessions and Marketplace.

Insurance - Meeting 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 Meeting. This insurance is to be purchased in your country of origin. The Meeting Managers cannot take any responsibility for any participant failing to arrange their own insurance.

PARTICIPANT LIST

A list of participants will be available at the registration desk. The participant list contains the names, organisations and state or country of origin of all registered participants, 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 Meeting. It will be served in the Marketplace and Poster display area located in the Level 2 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 Meeting Managers before the 3 June 2011. These dietary requirements will be catered for as long the Meeting Managers have been advised in advance. Please note that if you do not pre-purchase your catering, your dietary requirements may not be accommodated.

CLOAKROOM

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.

PROGRAM & PROGRAM CHANGES

Please [click here](#) to view the latest ISBNPA preliminary program.

The program is subject to change, so we ask you to please check the program regularly. A copy of the program will be printed within the Meeting Program Book and you will be notified of any updates via the program changes board at the Meeting.

ABSTRACTS AND PRESENTATIONS

All abstracts are available online via the conference website. Delegates will also receive a copy of the Abstracts loaded onto a USB. Abstract viewing computer terminals are located in room 108.

All registered delegates will receive a copy of the Meeting Program book and a USB containing the abstracts when collecting their registration materials at the registration desk.

To view the abstracts online please [click here](#).

INTERNET ACCESS

All delegates will have free access on site to the Melbourne Convention Centres HTTP and HTTPS wireless internet. Full internet access will be available at a cost.

To log on to the Free WiFi:

- 1) Connect to the wireless network "Mconnect"
- 2) Open Web Browser, where a login form appears. Add details in the form.
- 3) You will be redirected to your default webpage.

MOBILE PHONES AND PAGERS

Please respect the presenters and other members participating by ensuring your mobile phone and/or pager is switched off or to silent while you are in session.

There are several coin and card phones in and around the Melbourne Convention Centre. Phone cards may be purchased at most newsagents/chemists. The nearest post office to the Meeting venue is located at Shop 12, 1 Freshwater Place, Southbank. Operating hours are 0900 – 1700 Monday to Friday

MOBILITY NEEDS

The location of elevators can be found on the MCEC floor plans located in the front of the handbook. Should you require specific assistance, please see the staff at the registration desk.

SPEAKER PREPARATION

Briefing Notes are available online for each presentation type which includes detailed information and how to prepare and upload your presentation.

To view the speaker briefing notes please [click here](#)

If you require technical speaker assistance regarding your presentation(s), please email isbnpa2011@arinex.com.au.

Speaker Preparation and Support during the Meeting

The Speaker Preparation Room will be located in Speaker Prep room 101 on Level 2. Please refer to the venue floor plan which will be included in the Meeting Program Book that you will receive upon registering.

The Speaker Preparation Room will be operational at the following times:

Wednesday 15 June 20110900 – 1930
Thursday 16 June 20110700 – 1800
Friday 17 June 20110730 – 1800
Saturday 18 June 2011 0730 – 1400

Presenters **must** visit the Speaker Preparation Rooms at least **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.

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

COMMUNICATIONS DURING THE MEETING

If you need to be contacted during the Meeting please note the following contact details:

Registration Desk Telephone: +61 3 9235 8658

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

SOCIAL PROGRAM

Welcome Reception

The first plenary will commence directly after the welcome reception and conference opening at 7.15pm.

Date: Wednesday 15th June 2011

Time: 1800 – 1900

Venue: Melbourne Convention and Exhibition Centre, Level 2 Foyer

Tickets: Tickets are included in the full delegate registration.

Additional Tickets: Additional tickets can be purchased for \$70.00 per person.

Dress: Smart Casual

10th Anniversary Gala Dinner

Date: Friday 17 June 2011

Time: 19.30 – 22.30

Venue: ZINC at Federation Square, Corner of Flinders & Swanston Street

The dinner will be held within the vibrant Federation Square precinct and includes a three course meal and beverages. Join friends and colleagues for a fabulous night of fun, fine food and dancing.

Tickets: Subsidised tickets for the Gala Dinner can be purchased by registered delegates for \$75.00.

Additional Tickets: Additional tickets can be purchased for \$105 per person.

Dress: Smart casual, no denim.

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 to attend ISBNPA 2011 you grant permission to have photographs taken of you during the Meeting activities and for these photographs to be published by the Meeting Managers.

PRAYER ROOMS

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

FOR INTERNATIONAL PARTICIPANTS – PLANNING YOUR ARRIVAL INTO 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 2011 ISBNPA Annual Meeting 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 at your arrival 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, Melbourne's coldest months are generally June to August, which is often rainy and windy.

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 June is 15°C - average minimum temperature 7°C.

EXCHANGE RATE

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 Meeting Venue, located next to the Customer Service Desk on the Ground Floor of the Convention Centre. There are also (2) 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 and Diners will be accepted at the Registration Desk. Most hotels, large restaurants and shops will accept international credit cards, the most widely recognised being American Express, Diners Club, 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

If you have any queries about any of the information given, or any aspects of the Meeting please contact arinex:

For registration enquiries, please contact:

Tel: 1300 799 691 (within Australia)
Tel: + 61 2 9265 0700 (International)
Email: isbnpa2011@arinex.com.au

For speaker enquiries, please contact:

Email: isbnpa2011@arinex.com.au



We look forward to welcoming you to the ISBNPA 2011 Annual Meeting.

Safe Travels!

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