

Dear Conference Delegate,

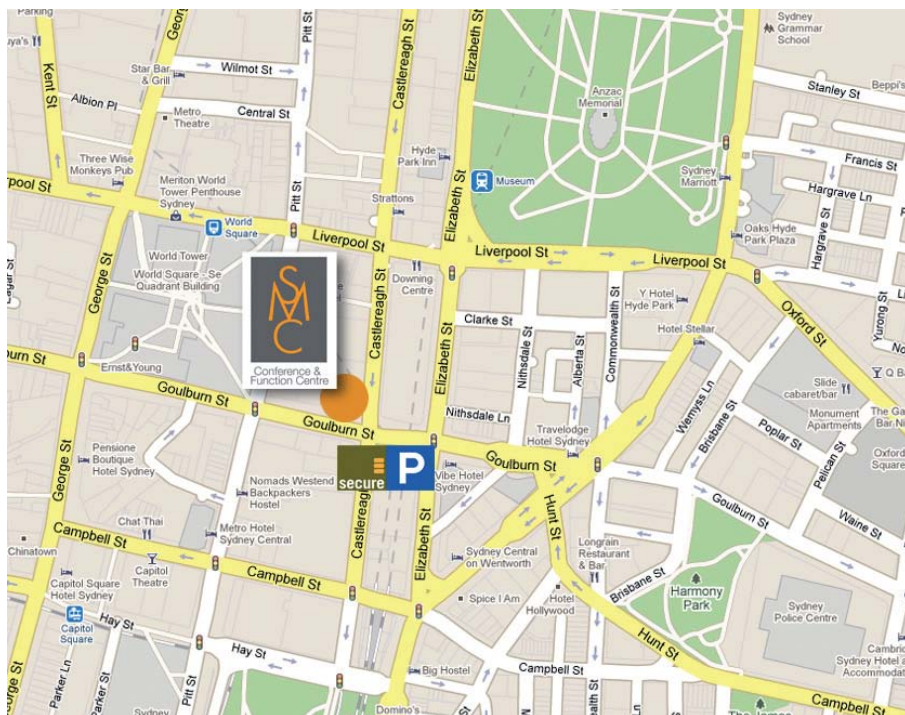
Thank you for registering for the HIMAA & NCCH National Conference 2015 in Sydney! Our preparations are almost complete. We look forward to welcoming you!

The following details may assist you with your arrival to Sydney.

## 1. CONFERENCE LOCATION



The conference is being held at the Sydney Masonic Conference and Function Centre which is located at 66 Goulburn Street, Sydney, NSW.



**Taxis** - Each airport terminal has its own sheltered taxi rank with supervisors on hand to ensure a smooth flow of taxis for travelers. From Sydney airport to the Conference Centre or surrounding hotels is approximately 25 minutes drive (20 kilometres) and the fare cost is approximately AU\$50.

**Sydney Buses**- operate every 20 minutes during the day between Sydney Airport International Terminal T1 and the city. The service takes approximately 65 minutes to arrive at Elizabeth Street (before Liverpool Street) SYDNEY which is a 5 minute walk to the Conference Centre. The cost is approximately \$3.50 one way. You will need to take 2 buses: Bus number 400 from the airport to Botany Road (near Elizabeth Avenue) MASCOT, then bus number 309 to Elizabeth Street (before Liverpool Street) SYDNEY. You can buy either an OPAL card <https://www.opal.com.au/> or a standard paper ticket.

**Trains** – the Sydney Airport train (AirportLink) goes from Sydney Airport International Terminal (T1) to Museum Station every 10 minutes for \$17.00 per person, one way. You can buy either an OPAL card <https://www.opal.com.au/> or a standard paper ticket. The trip takes approximately 15 minutes. See <http://www.airportlink.com.au/> Museum Station is then a 7 minute walk from the Conference Venue. To walk from Museum Station, simply take the Castlereagh Street “EXIT” out of Museum station, then turn LEFT heading south down Castlereagh Street. At the first intersection (Castlereagh&Goulburn Streets), turn right to SMC main entrance on Goulburn Street.

**Parking** - delegate car parking can be found at the Secure Parking station, diagonally opposite the Conference Venue, on the corner of Goulburn and Elizabeth Streets. The maximum height is 1.9m. For all delegates parking will be available for a flat rate of AU\$16 per day. Tickets have to be validated at the Conference venue.  
<http://www.secureparking.com.au/car-parks/australia/nsw/sydney/goulburn-street>

## 2. CHECKING IN TO YOUR HOTEL

For most hotels the check-in time is usually 2.00pm.

As per standard hotel policies and procedures, delegates will be required to provide a credit card or a cash bond upon check-in until the time you check-out. This is to cover any incidental charges incurred during your stay, regardless of whether your accommodation has been pre-paid in full.

**Hotel Ibis Sydney World Square**  
382-384 Pitt Street SYDNEY  
Tel: +61 2 8267 3111

**Vibe Hotel Sydney**  
111 Goulburn Street SYDNEY  
Tel: +61 2 8272 3300

**Quest World Square**

2 Cunningham Street HAYMARKET

Tel: +61 2 9291 1900

**Rydges World Square**

389 Pitt Street SYDNEY

Tel: +61 2 8268 1888

**Pullman Sydney Hyde Park**

36 College Street, SYDNEY

Tel: +61 2 9361 8400

**Travelodge Sydney Hotel**

27 Wentworth Avenue, SYDNEY

Tel: 1300 886 886

**Metro Hotel Sydney Central**

431 - 439 Pitt Street, SYDNEY

Tel: +61 2 9284 6999

**Holiday Inn Darling Harbour**

68 Harbour Street, DARLING HARBOUR

Tel: +61 2 9291 0200

Tipping is not the general custom in Australia, but it is your choice at any time.

### 3. REGISTRATION PROCESS

The registration desk will be located in the main foyer of the Sydney Masonic Conference Centre, and pre-registration will be open on Monday 26<sup>th</sup> October from 4.00pm until 5.30pm. All participants must visit the registration desk to collect their conference satchel, tickets and name badge before gaining access to the conference. On Tuesday 27<sup>th</sup> October the registration will be open from 7.00 am. The Registration Desk will be located at the Marble Foyer on Level 1 if entered from Goulburn Street. The conference will begin promptly at 8.30am on Tuesday 27<sup>th</sup> October in the Plenary Hall on Level 1 – the Grand Lodge Room. All delegates are requested to be seated by 8.20am, with the Opening Session including dignitaries and guest speakers.

### 4. CONFERENCE PROGRAM AND PAPERS

The Conference Committee is pleased to announce the detailed program and conference abstracts are now available online.

**Conference Program App**

Delegates are encouraged to download the Conference App. Conference Program, keynote speakers, sponsors and exhibitors, and much more will be available through the App. The App details will be circulated via the e-Alert before the Conference.

## Conference Program Book

The program book which you will receive in your satchel will contain detailed program information.

### 5. HOSPITAL SITE VISITS

Two hospital site visits have been organised as part of this conference.

If you wish to attend, it requires a separate registration. Each hospital visit will cost AU\$20 to cover the transport costs. The registration form can be found on the Conference website.

#### **Royal North Shore Hospital**

Clinical Information Department

Reserve Road, ST LEONARDS

Monday 26<sup>th</sup> October

Tour 1 – 1.30 pm

Tour 2 – 2.30 pm

#### **Randwick Children's Hospital**

Clinical Information Department

High Street, RANDWICK

Monday 26<sup>th</sup> October

Tour 2 – 2.30 pm

Delegates are asked to meet in the foyer of the Conference Centre 30 minutes prior to the commencement of each tour.

### 6. ONSITE INTERNET ACCESS

Complimentary Wi-Fi is available throughout all of the public foyers in the Conference Centre. You will find network and code formation in your conference satchel.

### 7. PHOTOGRAPHY & FILMING

Delegates are advised that segments of the conference may be filmed or photographed for the purpose of conference proceedings. If you do not wish to be photographed then please inform the photographer at the time and/or move out of camera range.

Professional photo packages are available at the Conference for AU\$20. If you haven't pre-paid a photo package and wish to do so, please see the Registration Desk.

## 8. WELCOME RECEPTION FOR INTERNATIONAL DELEGATES – Monday 26<sup>th</sup> October

International Delegates will be invited for a special Welcome Reception on Monday 26<sup>th</sup> October at 5 pm to meet up with their Conference buddies. Electronic invitations will be sent in September to your email addresses.

For everyone else who is in town, why not meet up at Maloney's Hotel (81 Goulburn Street, cnr Pitt Street, Sydney) for a casual get together with colleagues. It's only a 2 minute walk from the conference venue. Great food and drinks at very affordable prices, and lots of room for everyone. Open until 10.00pm.

## 9. CONFERENCE WELCOME RECEPTION – TUESDAY 27<sup>TH</sup> OCTOBER 6.30PM

Delegates are invited to meet in the Main Foyer of the Conference Centre to network with fellow colleagues. We invite all delegates to enjoy some food and refreshments in a relaxed setting with entertainment.

Dress is smart casual.

Cost is included for all full-delegates.

If you wish to purchase an additional ticket to the event, please see the HIMAA Booth before 11 am on the day.

## 10. CONFERENCE DINNER – WEDNESDAY 28<sup>TH</sup> OCTOBER 7.00PM

Venue: Dockside, Balcony Level, Cock Bay Wharf, Darling Harbour, SYDNEY

Time: 7.00pm – 12.00am

Dress: Dress to impress! Formal or semi-formal.

Cost: Included for all full registrations

Extra tickets can be purchased till 20<sup>th</sup> of October 2015. No extra tickets will be available after this date.

Transport: A bus will leave the conference venue at 6.00pm and 6.30 pm or it is a 12 minute walk.

## 11. TRADE EXHIBITION

The exhibition will be located at Banquette Hall on Level 1.

The Conference Committee extends an invitation to all delegates to visit each stand in the exhibition during the conference to meet the exhibition representatives in attendance and to view the products and services on display. The list of exhibitors can be viewed on the Conference website or Conference mobile App. In your Conference satchels you will find a Vendor Passport sheet. When visiting a vendor booth, please make sure that you get a sticker from them. Those delegates who collected all the stickers would have an opportunity to enter the prize draw at the Conference Closing session.

All refreshment breaks will be held in the exhibition area providing maximum networking opportunities for all.

## 12. DIETARY REQUIRMENTS

If you have not already done so, please advise the Conference Committee of any specific requests. All attempts will be made to meet your requirements. Please submit your requirements to [events@hima.org.au](mailto:events@hima.org.au) in advance.

## 13. CONFERENCE CLOSE – THURSDAY 29<sup>TH</sup> OCTOBER – 4PM

A unique opportunity exists this year for delegates to participate in the Amazing Race Sydney. A fun, unique Amazing Race event that will see the sights of Sydney in a new and exciting way. Teams competing in the **HIMAA NCCH AMAZING RACE** will be racing between locations that could be separated by a street or half a city...getting there is half the fun. The transport between locations will vary. The challenges are vast and varied and designed to appeal to a variety of strengths of the individuals within your team. The teams will be formed by the Organiser. If you wish to form a team with your colleagues or friends, please advise the Organiser on the spot. In this outdoor activity teams will be competing in a bid to be the first team to arrive at the Amazing Race finishing mat. All participants are to meet at the conference venue at 3.50pm. The race goes for 2.5 hours. In case of rain, ponchos will be provided. In case of really bad weather, the event will be held indoors at the Conference venue.

For those of you staying in our beautiful city for one more night, why don't you get a group together, jump in a taxi and head down to The Opera Bar at Circular Quay. Sip cocktails at the water's edge, dine on exquisite fare and take in spectacular views of the Sydney Harbour Bridge and Opera House. In an inspiring location in the heart of Sydney, Opera Bar is a truly unforgettable experience. In the case of bad weather, an alternative venue will be suggested.

## 14. PLANNING YOUR ARRIVAL TO AUSTRALIA

### **Australian Quarantine and Inspection Service (AQIS)**

AQIS plays an important role in ensuring non-entry of 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 the HIMAA & NCCH National Conference in Sydney, it is important that you understand Australia's quarantine regulations.

Visit <http://www.daff.gov.au/biosecurity/travel> 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.

### **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).

### **Banking Facilities / Currency**

Automated teller machines (ATM) are located in many places within 500 metres of the venue, with the closest being at 160 Elizabeth Street. Banks are open Monday to Thursday 9.30am – 4.00pm and open 9.30am – 5.00pm on Friday. Some banks offer extended hours and some are open on Saturday mornings.

Decimal currency is used in Australia with the dollar as the basic unit (100 cents = AU\$1). Notes come in AU\$100, A\$50, A\$20, A\$10 and A\$5. Coins come in AU\$2, AU\$1, 50c, 20c, 10c and 5c denominations.

Currency exchange facilities are available in most banks, hotels and airports and operate during normal business hours.

Credit cards are accepted at most restaurants and shops. American Express, MasterCard and Visa are usually readily accepted.

### **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.

### **Shopping**

Most major shops and department stores are open 7 days a week. Late night shopping takes place on Thursday evenings, with many stores open until 9.00pm.

You'll find great shopping in the Rocks district and along George and Pitt Streets.

### **Weather**

October is Spring in Sydney. It is recommended that delegates bring warm clothing for chilly and sometimes windy days and nights. Average maximum temperature during October is 13 °C at night to 22 °C during the day. (56-72 °F).

The weather is cool but is usually very pleasant and sunny. Spring is normally Sydney's driest season.

### **Electric Current**

Electric current within Australia is 240 Volt, AC 50 cycles. Two or three pin rectangular plugs are used. For more information, please visit your local travel store.

### **Things To Do**

Hang ten at the famed Bondi Beach or stroll the calmer sands of Coogee. Climb to the top of the Harbour Bridge or take a skywalk on Sydney Tower for a 360-degree view of the city. Don't leave town without cuddling the koalas in the Taronga Park Zoo. And why not take a ferry ride on the beautiful Sydney Harbour. There are also many restaurants along the harbor foreshore and down near Circular Quay near the iconic Sydney Opera House.

Useful links: <http://www.cityofsydney.nsw.gov.au/learn/about-sydney/tourist-information>  
<http://www.sydney.com/visitor-information-centres>

With all the colour, sounds and smells of an Asian hawker market plus the buzz, hype and vibe of a huge outdoor festival, the Night Noodle Markets are back for 2015.

Sydney's idyllic, much loved Hyde Park will be transformed into an Asian hawker-style market, complete with more than 40 food stalls, a selection of bars and nightly entertainment to delight market-goers.



The Night Noodle Markets is the landmark Good Food Month event and has been since its inception in 1998 and for 17 years we have delighted Sydney audiences with Asian cuisine like no other. The last night of the Night Noodle Markets is Sunday 25<sup>th</sup> October, so if you are in town get a group together and head down. It's only a 5 minute walk from the conference venue, with free entry. 5.00pm – 9.00pm.

### **City Host Information Kiosks**

Open 7 days a week, these 4 kiosks provide maps, brochures and general tourist information to visitors at:

- George Street, Town Hall: 9am–5pm
- Pitt and Alfred streets, Circular Quay: 9am–5pm
- Dixon Street, near Goulburn Street, Haymarket: 11am–7pm
- Darlinghurst Road and Springfield Avenue, Kings Cross: 9am–5pm

### **15. BUDDY SYSTEM**

The Buddy System matches volunteer Australian HIMAA delegates with international delegates at the beginning of the conference. International delegate buddies will be matched by early October, so you will have an opportunity to chat in advance and then to meet in person at designated events during the conference.

### **16. CONTACTING YOU DURING YOUR STAY**

If your office needs to contact you during the time you are attending the conference, please note the following contact details: The Sydney Masonic Conference Centre: +61 2 9284 2888

We look forward to welcoming you to the HIMAA & NCCH National Conference 2015!

