

ASU National Conference 2012

General Housekeeping Notes

26-28 November, 2012 • National Wine Centre of Australia - Adelaide

REGISTRATION

- All delegates, observers and sponsors are required to register on the first day they attend Conference outside the plenary meeting room.
- At registration everyone will receive a name tag and lanyard.
- Please make sure you wear your Delegate Name Tag each day when attending Conference.
- All delegates and observers will receive a Conference tablet, bag and T-Shirt

CONFERENCE T-SHIRTS

- At registration you will be provided with a Conference T-shirt. Please remember to wear it on **Tuesday 27th November** for the photograph sessions at 10.15am.

ATTENDANCE SHEETS

- All delegates and official observers are required to sign the *official attendance sheets* **ON EACH DAY THEY ATTEND CONFERENCE**. These will be circulated in the meeting room. If you are a proxy for another delegate, you can also sign in the proxy column for the delegate you are representing.
- The circulated attendance folder also contains spare proxy forms and amendment motion forms.

FOOD AND BEVERAGES

- Freshly brewed coffee, T2 and juice is available on arrival, morning and afternoon teas in the Concourse area which is directly beside the Hickinbotham Hall – the conference room, lower level.
- Lunch and refreshments will be provided and served in the Concourse area on Tuesday 26th November and Wednesday 28th November, 2012.

MOBILE PHONES

- You are kindly asked to program your mobile phone to “silent” or “meeting” during the Conference.

OFFICIAL PHOTOGRAPHS

- A professional photographer will be taking photos during Conference at both the National Wine Centre venue and the dinner at the Adelaide Town Hall.
- If you wish to arrange a Branch photo, please speak with the photographer about a suitable time.
- PLEASE remember to wear your “UNION” t-shirt (provided at registration) for the ASU National Conference group photograph during the day on Tuesday 27th November, at 10.15am.



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TRANSFERS

- Each day there will be buses to & from the Conference venue and hotel:
 - MON PM: 7.45pm, 8.00pm
 - TUES AM: 8.00am, 8.10am
 - TUES PM: when proceedings end
 - WED: 8.30am, 8.45am
 - WED PM to airport: as booked and arranged by QBT during online registration
- Shuttle buses from the hotel to Adelaide Town Hall will run from 6.15pm – 7.00pm
- If transfer has been booked to the airport on the last day of Conference, please note the transfer will be from the Conference venue. Please remember to check out of your hotel in the morning and bring your luggage with you to the National Wine Centre.

CONTACT PERSON

- For any information or queries you may have throughout the Conference please make contact with Mariana Podgorski or Craig Burgess.
- Alternatively visit the ASUshop table or the ASU Admin station in the Exhibitors' area.
- Or any National Office staff - look for name tags with green ribbons.

FIRST AID

- For any first aid requirements please see Mariana Podgorski or Craig Burgess who will direct you to a First Aid Officer.

