



Delegate Information Letter

Venue

Federation University
Northways Road
Churchill, 3842, Australia

There will be a daily coach transfer, from your place of accommodation to the conference venue, and return you each day. The list of available accommodation venues is listed on the conference web site.

Conference Web Site

<http://www.ieee-icm2017.org/>

Registration Desk Open

Monday	13 Feb 2017	8.00am – onwards
Tuesday	14 Feb 2017	8.00am – onwards
Wednesday	15 Feb 2017	8.00am – 12noon

The registration desk will be located in the Foyer of the Auditorium, Federation University, Churchill.

Registration Inclusions

FULL CONFERENCE REGISTRATION includes: Attendance at all sessions, conference catering, satchel and exhibition on Monday 13, Tuesday 14 and Thursday 15 February 2017. Attendance at Welcome Reception, Conference Dinner & Penguin Parade Tour.

Social Events

Welcome Reception 13 Feb 2017 5.30pm – 7.30pm

Old Gipps town – you will be transported by coach from the conference venue to the reception. You will step back in time as you wander through the streets of this quaint little town, and then be treated to a light meal.

Conference Dinner 14 Feb 2017 7.00pm – 11.00pm

Bonnie Brae Homestead – you will be transported to your hotel and picked up again by coach to the dinner venue. The conference dinner venue itself provides a fabulous view of Gippsland at night and you will get to meet some amazing Aussie animals. The evening includes a 3 course dinner with beverages, entertainment and dancing...not to be missed

Philip Island Penguin Parade & Dinner – Wed 15 Feb 2017 approx 4.00pm – 11pm

This tour is included in the full registration fee. Your coach will depart from the conference venue and you will see some lovely scenery as we wind our way through magnificent countryside as we drive to Philip Island. On arrival you will be taken to a restaurant to enjoy a light dinner before we make our way down to the Penguin Parade. You will be amazed as you watch the tiny Fairy Penguins make their way from the beach to their nests. Please ensure you have comfortable walking shoes and warm clothing for this tour as it may become quite cold in the evening.

Program Booklet

The program booklet will be included in your conference kit on registration. Program changes (if required) will be recorded on a notice board adjacent to the registration desk.

Author Information Duration

In general, each oral presentation will be allocated a time slot of 20 minutes, including questions and handovers. Your presentation must be no more than 15 minutes in order to allow for questions and discussion, and handover and next speaker set-up. The session chairs will be instructed to terminate overrunning presentations in order to ensure that every presenter has the same amount of time. In special sessions and/or plenary presentations, the length of the time slots may vary.

We ask that you send through your presentation via **DropBox**, advising us at email: helen@caseyconferenceservices.com.au **also bring it with you on a USB.**

On the day of your presentation

Presenters/Speakers should arrive and **report at the registration desk before the start of their session.**

Presenters/Speakers will then be directed to where an audio visual technician will load your presentation onto the computer and check, well ahead of the start of the session that all is in order, working etc.

Presenters/Speakers are required to meet the Session Chairs, at least the break prior to their presentation to receive instructions from Session Chairs. The presenters are encouraged to remain in the session room from start to end, in case the delegates would like to discuss with the presenters additional points after the session.

Some Guidelines for preparing your presentation

Make sure that your slides are readable, i.e., when preparing your presentation, use sufficiently large font sizes (at least 20 pt), and avoid colour combinations with poor contrast. Pay special attention to diagrams and graphics so that they appear readable. Presentations should be either in Microsoft PowerPoint™ or Adobe PDF™ format.

Audio Visual Audio visual will consist of data projector screen and computer. Please check that your presentation works on the equipment well before your presentation.

Name Badges Delegates are asked to wear their Conference name badge at all times.

Accommodation The advertised rates for accommodation does not always include breakfast, therefore you are advised to check with your accommodation provider. Please visit the conference web site for further details on accommodation options.

Smoking **Smoking of tobacco products is banned** on public transport and in all publicly accessible buildings, including hotels, restaurants, theatres and the **Conference venue**.

Internet Delegates will have complimentary internet access provided throughout the conference venue

Catering Morning and afternoon teas and lunches will be provided during the conference. Conference reception and the Conference Dinner and the trip to Philip Island are included in full registration. Please advise the Conference Secretariat if you have dietary requirements.

Incidental Expenses Conference Organisers and the Conference Organising Group will not be responsible for any incidental expenses incurred by delegates during the Conference.

Taxi Transfer by taxi from Melbourne Airport to Melbourne city centre takes approximately 30 minutes and costs approximately AU\$80.00. **We highly recommend that you DO NOT take a taxi direct to Gippsland (around 170 KM).**

Sky Bus The airport shuttle (Sky Bus) operates daily at regular intervals between the airport and Southern Cross Station. Airport pick up is at ground floor level outside the International Terminal.
<http://www.skybus.com.au/trip.html>

Public Transport When travelling on public transport you must always have a valid ticket and show it on request. If you do not have a valid ticket you may receive a fine. International and interstate visitors coming to Victoria can buy a myki Visitor Value Pack to travel on the public transport network in Melbourne and regional Victoria.
<https://www.ptv.vic.gov.au/getting-around/visiting-melbourne/>

Climate and Clothing With its variable climate, Melbourne is warm to hot during summer, with temperatures averaging 28°C during the day and 16°C at night. It is recommended that visitors bring clothing suitable for warm days and cool nights.

Further Information Further information please contact the **Conference Secretariat:**
Conference Organising Group Email: helen@caseyconferenceservices.com.au

Marg Scarlett & Helen McLean
IEEE Conference Managers

Conference Organising Group

P.O. Box 5739, Cranbourne Vic 3977

Phone: 61 3 5996 7087

Email: helen@caseyconferenceservices.com.au

How to get to your hotel in Gippsland from Melbourne Airport:

1- Catch the Skybus or Taxi, located outside the International terminal which will take you to Southern Cross Station

2- Buy a **MYKI** card at Southern Cross Station and purchase a ticket for the VLine train to Gippsland:

V/Line Timetable can be found through the [following link](#). Please note, the train schedule can vary from time to time based on many factors. You need to consult the up-to-date version of the train timetable prior to your arrival.

3- Depending on where you have chosen your accommodation in Gippsland you will need to alight from the train at the following stations, then take a taxi to your accommodation venue:

- Century Inn Traralgon - **Traralgon or Morwell**
- Comfort Inn Traralgon - **Traralgon station**
- Comfort Inn & Suites Latrobe - **Traralgon**
- FedUni Living Gippsland – **(Conference Venue) Morwell**
- Coal Valley Motor Inn - **Morwell**
- Morwell Motel - **Morwell**
- The Comfort Inn Cedar Lodge – **Morwell**

Further travel information is available on the IEEE-ICM Conference Web Site:

<http://www.ieee-icm2017.org/>