



World Conference Speaker Information Bulletin

Welcome

Thank you for your participation as a presenter at the International Association for Volunteer Effort (IAVE) World Conference 2014 to be held at the Gold Coast Convention and Exhibition Centre from 17th to 20th September 2014 starting with the conference dinner on the 17th. This Information Bulletin provides updated information for presenters. Please read this carefully and if you have any questions please call the Conference Office, on 07 3334 4400 or email iave2014@eventcorp.com.au

You will find a pdf download of the final program on the conference website schedule page.

PowerPoint/Prezi Presentations

If you have not already sent your presentation slides to Eventcorp you must do this immediately by emailing it to iave2014@eventcorp.com.au. Eventcorp is collecting presentations in advance so they can be pre loaded onto the presentation laptops and kept on file as a back up.

Please also ensure you bring your PowerPoint presentation slides or Prezi with you, even if you have already provided this to the conference office. Please note we will have limited support for presentation upload and it is critical that you check your most current presentation is loaded as soon as you arrive. There will be a speakers preparation room at the conference staffed by an audio visual technician.

Audiovisual

Each room will be equipped with a laptop that runs Windows PowerPoint

Speaker instructions

Speakers must be in the room of their presentation during the morning tea, lunch or afternoon tea break that is immediately prior to their session at least 10 minutes prior to the start of their session. Check that you can access your presentation and files and if not advise the session chair. There will be an AV technician in the vicinity to assist. The session chair will be in the room also and is responsible for ensuring AV is right to go and that your session is appropriately chaired.

Important Producer and Speaker notes:

- Please ensure your presentation slides have aspect ratio set to [16:9]. If it is not set to this ratio the slide sides will be pillared.
- Please ensure you allow time for questions and answers within the time allotted for your presentation or session.
- APPLE USERS please ensure you bring your own Apple VGA adapter as these are not in the BCEC inventory.

The Conference Venue

2684-2690 Gold Coast Hwy, Broadbeach QLD 4218

The Conference will be held at Gold Coast Convention and Exhibition Centre. Entry is recommended via the Gold Coast Highway entrance. Contact details for the venue are:

Australia: 07 5504 4000

International: +61 (07) 5504 4000

[CLICK HERE FOR MAP](#)

Dress code

The dress code for the Conference is smart casual.

The dress code for the Official IAVE Conference Dinner is national dress or smart casual.

Registration

The registration desk for the Conference will be located on the ground floor between Foyers B&C. You must collect your registration pack upon your arrival at the venue. The registration desk will be attended at the following times:

Wednesday 17th September: 1:00pm to 5:00pm

Thursday 18th September: 8:00am to 6:00pm

Friday 19th September: 8:00am to 4:00pm

Saturday 20th September: 8:00am to 2:00pm

Please note: You can only collect your own registration. You cannot collect other delegates registrations.

Name Badges

Name badges must be worn at all times for access into the Conference sessions and catering areas.

Nametags must be retained for the duration of your visit to the Conference.

Lunches

Lunches and refreshment breaks will be taken in the sponsors and exhibitors space at Foyers E & F on the 1st Floor.

Messages for delegates

Messages for delegates can be left at the registration desk where it will be written on paper and pinned to the message board or kept in a message box. Please check for messages regularly as sessions will not be interrupted for individual messages. Registration staff are not responsible for ensuring the messages reach the person.

Transport options to the venue

The Gold Coast Convention and Exhibition Centre is located in the heart of Broadbeach on the corner of the Gold Coast Highway and TE Peters Drive.

From Gold Coast Airport

Please Note: Gold Coast Airport has both Domestic and International terminals and if flying please note this is the Airport that will be easiest and quickest to get to the Gold Coast Convention Centre. The Gold Coast Airport is just 20 minutes south of the Gold Coast Convention and Exhibition Centre with regular

flights from all capital cities and some Queensland regional centres.

Regular bus and shuttle services are available from Gold Coast Airport to Broadbeach. There are bus and tram routes available from the Airport and will take approximately 1 hour by public transport to reach the convention centre.

Taxis: Ample taxi's are available from the airport and travel time is around 30 minutes to the venue in non-peak conditions.

From Brisbane Airport

Train: There is a train from both the Domestic and International Terminal at Brisbane Airport and the closest Train Station to the Convention Centre is Nerang Station. This train will take approximately 1 hour 45 minutes from Brisbane airport to Nerang station and then it is a 15 minute car ride to the Gold Coast Convention Centre.

Recommended: Look at the Gold Coast Door to Door option if flying into Brisbane Airport (http://www.airtrain.com.au/products_airtrainconnect.php)

Buses: There is also public transport available and you can catch a **Surfside** bus from the Nerang train station to a bus stop located directly in front of the Gold Coast Convention and Exhibition Centre on the Gold Coast Highway.

Taxi: There are ample taxis available at the Brisbane Airport however it is approximately 1 hour and 10 minutes travel time in off-peak traffic conditions and is an expensive option..

Driving to the Gold Coast Convention Centre

When traveling southbound from Brisbane (78km) take the Broadbeach Motorway Exit and follow the directions to Broadbeach. Just after the Pacific Fair Shopping Centre turn left at the next set of lights. This will bring you out onto the Gold Coast Highway. The Gold Coast Convention and Exhibition Centre is situated on the corner of the next street, just after Jupiters Casino.

The Gold Coast is 900km north of Sydney and is accessible by either the Pacific Highway or the inland New England Highway. If travelling northbound from Sydney take exit 89- Tallebudgera Creek Road and follow West Burleigh Road to Gold Coast Highway.

Parking:

Undercover car spaces are available for short-term parking. A daily rate of \$10 inclusive of GST is charged for car parking at the centre. The car park entrance is at the northern end of the building, accessible from the traffic lights off the Gold Coast Highway and main driveway off TE Peters Drive.

Gold Coast Weather

It will be reaching the end of Winter on the Gold Coast, with warm sunny days on average 20-23 Degrees Celsius and cooler temperature throughout the evening. Please bring appropriate clothing for both warm and cooler climate during your visit.

The Broadbeach Precinct

The Oasis is located in Broadbeach and has a number of restaurants, bars, cafes and shops all in walking distance from the Gold Coast Convention Centre and many of the Accommodation Venues located in Broadbeach.

Recommended hotel addresses

Crowne Plaza Surfers Paradise

Address: 2809 Gold Coast Hwy, Surfers Paradise QLD 4217

Phone:(07) 5592 9900

Freshwater Point Resort

Address: 33 T E Peters Dr, Broadbeach QLD 4218

Phone: (07) 5582 1000

Jupiters Casino Gold Coast

Address: Gold Coast Highway, Broadbeach Island, Gold Coast QLD 4218

Phone: (07) 5592 8100

Mantra Broadbeach On The Park

Address: 2685 Gold Coast Hwy, Broadbeach QLD

Phone: 13 15 17

Watermark Gold Coast

Address: 3032 Surfers Paradise Blvd, Surfers Paradise QLD 4217

Phone:(07) 5588 8333

Meriton Serviced Apartments

Address: 2669 Gold Coast Hwy, Broadbeach QLD 4218

Phone:(07) 5579 6200

Mantra Sierra Grand

Address: 22 Surf Parade, Broadbeach QLD

Phone: 13 15 17

Peppers Broadbeach

Address: 19-21 Elizabeth Ave, Broadbeach QLD 4218

Phone:1300 987 600

Phoenician Resort

Address: 24-26 Queensland Ave, Broadbeach QLD 4218

Phone: (07) 5585 8888

Sofitel Gold Coast Broadbeach

Address: 81 Surf Parade, Gold Coast QLD 4218

Phone:(07) 5592 2250

Special dietary requirements

If you have notified the Conference Office of special dietary requirements, via the registration form, this information has been passed on to the venues and caterers. When food is being served you will need to notify the catering staff of your name and requirements and they will assist you with a specially prepared meal. Delegates who have special dietary needs, who have not previously advised the Conference Office, should advise staff at the registration desk immediately so arrangements can be made. Failure to notify dietary requirements may result in you having to purchase a special meal as all catering is pre-arranged.

Social Program

World Conference Social Events

Official Gala Dinner and Cultural Night

Date: Wednesday, September 17th

This is the main networking event of the conference and an absolute must attend for all delegates. The event includes dinner, drinks and live entertainment. This is the perfect way to start the conference off and a great opportunity to meet your fellow delegates in a social context before the formalities begin.

A ticket to the Official IAVE Conference Dinner is included in a full registration. Additional tickets are also available to purchase for the Official IAVE Conference Dinner.

Additional Tickets: \$160.00 per person.

Dress Code: Formal or traditional national dress.

IAVE Street Eat

Date: Thursday, 18th September

This Thursday night event is a causal function and still an official part of the program. Street Eat is not only a fantastic opportunity for networking, it is also a night to enjoy a variety of dishes created by an invitation- only a selection of restaurants. Join us for a wonderful meal and drinks on the Broadbeach and enjoy local hospitality.

A ticket to the Street Eat is included in a full registration. Additional tickets can also be purchased.

Additional Tickets: \$40.00 per person.

Farewell Lunch

Date: Saturday, 20th September

Join us for the farewell lunch on Saturday! This is your final opportunity to network with comrades that you met during the conference and to say farewell.

Disclaimer: All information is correct at the time of printing. The Conference organisers reserve the right to change speakers, rooms, events and/or times slots due to unforeseen circumstances.