



Youth Conference Speaker Information Bulletin

Welcome

Thank you for attending the International Association for Volunteer Effort (IAVE) Youth Conference to be held at the Watermark Hotel Gold Coast from 15-17 September 2014. 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

The Conference will be held at Watermark Hotel Gold Coast. Watermark Hotel Gold Coast is located at 3032 Surfers Paradise Blvd, Surfers Paradise, QLD 4217. Contact details for the venue are:
Phone: +61 7 5588 8333

[CLICK HERE FOR MAP](#)

Dress code

The dress code for the Conference is smart casual.

Registration

The registration desk for the Conference will be located at the H2O lounge bar on Level 1 of the Watermark Hotel. You must collect your registration pack upon your arrival at the venue. The registration desk will be attended at the following times:

Monday 15 Sep - 3:00pm to 5:00pm

Tuesday 16 Sep - 7:30am to 4:00pm

Wednesday 17 Sep - 8.00am to 12.00pm

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

Lunch on Tuesday is off-site, while lunch on Wednesday is served at Waves Restaurant at the Watermark Hotel. Morning and Afternoon Tea are all at the Atlantics Room Terrace

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

Watermark Hotel & Spa Gold Coast is located at Surfers Paradise, just 3 blocks south of Cavill Avenue.

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 Watermark Hotel. The Gold Coast Airport is just 20 minutes south of the the Watermark Hotel with regular flights from all capital cities and some Queensland regional centres.

Regular bus and shuttle services are available from Gold Coast Airport to Surfers Paradise. There are bus and tram routes available from the Airport and will take approximately 1 hour by public transport to reach the watermark hotel.

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 Watermark Hotel.

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 on Remembrance Drive near the Watermark Hotel.

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.

Driving to the Watermark Hotel

When traveling southbound from Brisbane (78km) take the Gold Coast Highway turn left into Hamilton Avenue.

When travelling northbound to the Gold Coast, take the Gold Coast Highway, turn left onto Peninsular Drive and U Turn at the roundabout. Turn right on the Gold Coast Highway and left on Hamilton Avenue.

Parking:

Undercover parking is available at the Watermark Hotel for \$15 per night.

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 Surfers Paradise Precinct

The Watermark Hotel is located in the heart of vibrant, sun-drenched Surfers Paradise, just 5 minutes walk from white sandy beaches and popular shopping, dining and entertainment facilities.

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 Events

Youth Conference Social Events

Welcome Party

Date: Monday, September 15th

Time: 7:00pm -9:00pm

International Night

Date: Tuesday, September 16th

Time: 6:30pm-9:00pm

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.