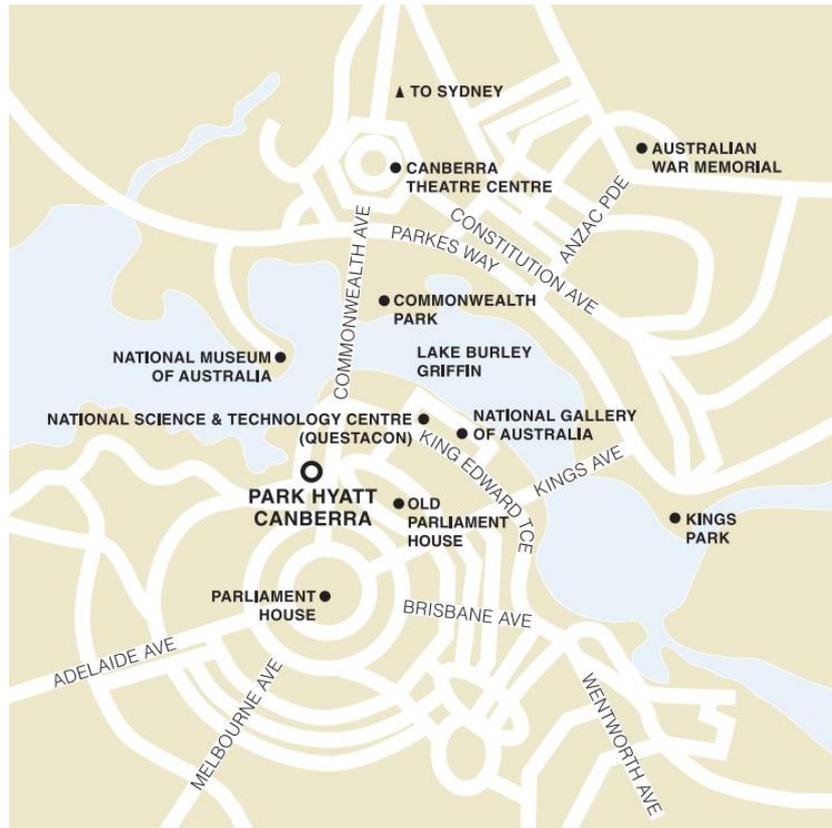


1. Conference Venue

The Conference is being held at the Hyatt Hotel Canberra, located at Kaye Place, Canberra. The Concierge Desk at your hotel will assist you with directions and transport options if necessary.



2. Airport and Transport



Airport

The Hyatt Hotel Canberra is just 8 kilometres from Canberra airport. Travel to the city will take about 10 minutes driving time (depending on traffic).



Taxi

A taxi fare is approximately A\$30.00 from the airport to the venue. If you would prefer to pre-book your taxi during your stay in Canberra, please contact:

ACT Cabs

(02) 6280 0077

www.actcabs.com.au/

Cabxpress

(02) 6260 6011

www.cabxpress.com.au

Canberra Elite

13 22 27

www.canberracabs.com.au



Uber

Uber is available from Canberra Airport. Request a pick-up or obtain an estimate from the Uber app. New users can sign up for an Uber account [here](#). Your Uber driver will pick you up from the Express Pick-up car park, located on the ground floor of the green Indoor Park, a short 20 metre covered walk from the Arrivals Hall. An UberX fare from Canberra Airport to Hyatt Hotel Canberra is approximately A\$17 to A\$25 depending on peak periods.

Follow the below steps if you would like to utilise an Uber service:

1. Download Uber on your mobile device. Simply search 'Uber' and install the app.
2. Create an account and add in your details.
3. Request when you're ready to walk outside – choose a ride option that suits your group size and luggage storage needs, and enter your pickup location in the app.
4. Exit the terminal – the pickup location will depend on the type of vehicle you select. Please refer to the instructions below to find out where to meet your driver.
5. Look for your driver – if you can't find your driver, contact him or her through the app.
6. Ask your driver to drop you off at the Hyatt Hotel Canberra off Commonwealth Drive.

For fare estimates, visit the Uber website [here](#).



ACTION Buses

Canberra's ACTION Buses service major tourist sites and their regular service routes link the city to the outer suburbs. The ACTION Buses include easy access buses for people with reduced mobility. Bus fares use the MyWay smartcard prepaid ticketing system. Click [here](#) for MyWay smartcard purchase locations.

For more information, visit the Transport Canberra website:

<https://www.transport.act.gov.au/home>

3. Parking at the Venue



Parking is available at the Hyatt Hotel Canberra with the option of self-parking or valet. Allocated accessible parking is situated in the undercover car park and is conveniently located close to the lift which has direct access to guest room levels. Wheelchair access is also available at the banquet entrance of the hotel, which will be the main entry for the Conference, via Kaye Place.

Self-Parking	\$A25.00 per day
Valet Parking	\$A35.00 per day

200 off-street car spaces also surround Hyatt Hotel Canberra and are available Monday to Friday from 8:30 a.m. until 5:30 p.m.

Off-street parking	A\$13.90 per day
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4. Checking into your Hotel

For most hotels the check-in time is 1500 hours. The check in time for the Hyatt Hotel Canberra is 1400 hours. Your hotel will do their best to have rooms available for early check-in, however if you wish to confirm your room for an early arrival, you will need to pre-book and pay for the room from the previous evening.

As per standard hotel policies and procedures, you will be required to provide a credit card or a cash bond upon check in. This is to cover any incidental charges incurred during your stay regardless as to whether your accommodation has been pre-paid in full. The hotel will place a hold on your credit card or hold the cash deposit until you check-out. Should you not utilise any incidentals during your stay the credit card will not be charged and/or the cash deposit will be returned. Please note the daily incidental charge rates will vary across hotels. Should you wish to confirm the required amount for incidental charges prior to check-in, please contact the hotel directly.

The Hyatt Hotel Canberra
120 Commonwealth Ave, Canberra
Phone: (02) 6270 1234

**The Hyatt Hotel Canberra,
Conference entry**
Kaye Place, Canberra

5. Accessibility

Allocated accessible parking is situated in the undercover car park and is conveniently located close to the lift which has direct access to guest room levels. Wheelchair access is also available at the banquet entrance of the hotel, which is the main entry point for the Conference. This is located at Kaye Place.

The Conference will additionally have ramp access to stages and Auslan interpreters in the Federation Ballroom.

Should you have any accessibility requirements, please advise the Conference Managers as soon as possible.

6. Registration Process

The registration desk will be located in The Atrium of the Banquet Centre. All participants must visit the registration desk to collect their Conference materials and name badge before gaining access to the Conference. The Conference will begin promptly at 0900 on Thursday 14 March 2019. All delegates are requested to be seated in the Federation Ballroom by 0855.

We encourage you to register as early as possible to allow for easy access to the Conference Opening.

Registration desk opening times are:

Thursday 14 March 2019	0730-1800 hours
Friday 15 March 2019	0830-1530 hours

Below is the contact telephone number for the registration desk if you wish to leave a message for conference participants or to contact the Conference Managers.

Registration telephone and messages: **+61 (2) 6270 8838**

If on arrival at the Conference you have not paid for your registration, you will be directed to the cashier to make payment. All outstanding accounts must be settled upon registering for the Conference. Please arrive early to avoid any delays.

7. Speaker Preparation

Session Speakers are requested to upload their presentations in their session room at least two (2) hours before the session commences to ensure the Conference runs to schedule. Please see the Audio Visual staff for assistance in uploading your presentation.

8. Dietary Requirements

If you have not already done so, please advise the Conference Managers of any dietary requirements at agac2019@arinex.com.au, or any specific requests (including vegetarian requirements). All attempts will be made to meet these requirements.

9. Conference Program and Abstracts

The Organising Committee for the Australian Guardianship and Administration Council 2019 Conference are very pleased to announce the detailed Conference Program is available online. [Click here to view the detailed program.](#)

The program book will be available at the registration desk and will contain summary information on the program and sessions.

The Conference program commences on Thursday 14 March 2019 at 0900 hours with a welcome to country, followed by the opening address. Please be seated at least 5 minutes prior to the commencement of the Opening Session.

Please note that no food or drinks are permitted in the Federation Ballroom or any other session room.

10. Photography and Filming

Delegates are advised that segments of the Conference may be filmed or photographed for the purpose of the Conference proceedings. The appropriate authority to publish permission applies. If you do not wish to be filmed or photographed, please advise the operator and move out of camera range.

11. Conference Welcome Reception

Delegates are invited to meet in the Lavender Courtyard and Terrace of the Hyatt Hotel Canberra for the AGAC 2019 Welcome Reception. We invite all delegates to enjoy some light refreshments in a relaxed setting, while networking with fellow colleagues.

Venue: Lavender Courtyard and Terrace, Hyatt Hotel Canberra
Time: 5pm – 6pm
Dress: Smart Casual
Cost: Included in the full Conference registration fee
Additional tickets: A\$43 (incl. GST). Additional tickets may be purchased at the Registration Desk, subject to availability.

12. Eco Friendly

The AGAC 2019 Conference encourages delegates to be conscious of the environment during the Conference. Writing pads and pens will be available, however it is encouraged that participants bring their own, or reuse materials throughout the duration of the Conference. Water bottle refill stations will also be available within the venue.

Abstracts will be available on the website. Participants are encouraged to log into the program page to view abstracts before attending the Conference.

13. Evaluation

All Conference delegates are encouraged to complete the Conference evaluation which will be issued electronically following the conclusion of the Conference. Your evaluation of the Conference will be important in planning for future events. Please complete your evaluation of the AGAC 2019 Conference online.

14. Contacting you during your stay in Canberra

If your office needs to contact you during the time you are attending the Conference, please note the following contact details:

Registration Desk Telephone: **+61 (2) 6270 8838**

The Hyatt Hotel Canberra

120 Commonwealth Ave, Canberra

Phone: (02) 6270 1234

We wish you a safe journey and we look forward to welcoming you to the Australian Guardianship and Administration Council 2019 Conference.

Arinex Pty Ltd
AGAC 2019 Conference Managers
Level 10, 51 Druitt Street
Sydney NSW 2000, Australia

Phone: +61 2 9265 0700
Fax: +61 2 9267 5443
Email: agac2019@arinex.com.au
Website: www.agac2019.org.au

15. Conference Sponsors

The Organising Committee for AGAC 2019 extends its appreciation to the following sponsors for their invaluable commitment and support:



Australian Government
 Attorney-General's Department



**NSW Trustee
 & Guardian**



ACT
 Government
 Justice and Community Safety

