

General information

Venue

International Convention Centre (ICC) Sydney

14 Darling Drive, Darling Harbour, Sydney, NSW, Australia

App

Download the free AEGC2018 app. Download from the App or Google Store – search ‘World Leading Conferences’ OR go to this link on your device: wlc.eventapp.com.au

Catering

All morning tea, lunch and afternoon tea breaks will be provided in the exhibition area. For break times please refer to the program.

Dietary requirements

If you have advised the Conference Secretariat of special dietary requirements, please speak to a member of the catering staff during the lunch break, or at any of the functions that you may be attending. Catering staff will have a full list of those with special dietary requirements.

Chairpersons and speakers

Please ensure you are available in your presentation room at least **15 minutes** prior to the start of the session. Speakers, please ensure you have loaded your presentation with the audio visual technicians in the Speaker Preparation Room.

Speaker preparation room

All speakers and presenters are asked to check in to the Speaker Preparation Room at least two (2) hours prior or the day before their presentation. The Speaker Preparation Room will be located on Level 2 in **Business Suite 2.3** and will be open from midday on Sunday 18 February.

Dress code

The conference dress code is smart casual.

Exhibition

The Conference Exhibition will be located in The Gallery on level 2 at the ICC and will be open at the following times:

Monday 19 February 7:30 am – 6:40 pm

Tuesday 20 February 7:30 am – 6:40 pm

Wednesday 21 February 7:30 am – 3:30 pm

Name badges and lanyards sponsored by



For security purposes, delegates are requested to wear their name badge at all times during the conference, as it is your official pass and must be worn to obtain entry into program sessions and social functions. If you misplace your name badge, please go to the registration desk to arrange a replacement.

Mobile phones

Delegates are asked to switch their mobile phones to silent when in sessions.

Pre and post conference workshops

Pre conference workshops will be held on Saturday 17 February and Sunday 18 February and post conference workshops will be held on Thursday 22 February at the ICC Sydney, unless stated otherwise. You must be pre-registered to attend these workshops. Please see staff at the registration desk for more information.

Pocket program

Each delegate will receive a pocket program upon registration.

Program

Every endeavour has been made to produce an accurate program. If you are presenting at the conference, please confirm your presentation times as contained within this program. The organisers reserve the right to change the conference program at any time without notice.

Program changes

Program changes will be sent via app notifications. Delegates are advised to download the app for the latest program information.

Conference handbook

The Conference handbook, which has been published as part of a special issue of *Preview*, is available free of charge to all Conference delegates. It can be collected from the registration desk or from the ASEG booth.

Posters

Posters are located in the **Pymont Theatre foyer** and are on display for the duration of the conference. Poster sessions will be held after the lunch breaks to allow delegates to ask questions of the poster presenters, who will be standing by their posters at specified times. The poster session times are as follows:

Poster Session 1 Monday 19 February 1320–1345

Poster Session 2 Tuesday 20 February 1320–1345

Poster Session 3 Wednesday 21 February 1320–1345

Registration desk


The registration desk is located on Level 2 at the ICC Sydney. The registration desk will be open from midday on Sunday 18 February.

Recording and photography

Unauthorised audio taping, video recording, digital taping or any other form of recording is strictly prohibited in the conference sessions. Discrete and polite still photography is permitted. Speakers who do not wish to have photographs taken of their PowerPoint slides must state this at the start of their presentation.

Smoking

Smoking is not permitted in the ICC Sydney.



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