

**Injury Prevention & Safety Promotion****INFORMATION FOR DELEGATES****OVERVIEW**

The following document provides information to assist you prior to arrival in Melbourne. It has details on the conference venue, program, workshop sessions and social activities.

**VENUE**

**Sofitel Melbourne**  
25 Collins Street  
Melbourne VIC 3000  
Tel: + 61 3 9653 0000  
Fax: + 61 3 9650 4261  
Website: [www.sofitelmelbourne.com.au](http://www.sofitelmelbourne.com.au)

**LOCATION**

The main conference venue for the 9th National conference on Injury Prevention and Safety Promotion is Sofitel Melbourne, which is located at the top end of Collins Street, in the heart of the city's premier shopping, dining and theatre precinct. The Secretariat Desk and Speakers Room are located at the Sofitel, and this will be the venue for plenary sessions, morning/ afternoon teas, lunches, workshops and poster sessions.

**TRAVEL**

All visitors to Australia, with the exception of those travelling from New Zealand, will require a visa or electronic travel authority. For information visit: <http://www.immi.gov.au/visitors/index.htm>.

**PLEASE ENSURE YOU HAVE THE NECESSARY TRAVEL DOCUMENTS PRIOR TO DEPARTURE.****TRANSPORT FROM  
MELBOURNE AIRPORT TO  
HOTELS**

Once you have cleared immigration and customs (customs are very strict in Australia; ensure that you are not carrying foods or other restricted items) you will find taxi ranks. Transfer by taxi from Melbourne Airport to the city centre takes around 30 minutes and costs approximately AUD \$60.00

**REGISTRATION**

The Conference Secretariat and Registration Desk will be located at the Sofitel Melbourne on the first floor outside the Grand Ballroom.

**Registration times are as follows:**

Sunday 26 July	12:00 - 18:00
Monday 27 July	08:00 - 17:00
Tuesday 28 July	08:00 - 15:00

Delegate bags and conference materials are available at the registration desk at the times indicated above.

## INFORMATION FOR DELEGATES

## CONFERENCE TIMES

Date	Registration Times	Conference Times	Social Events
Saturday 25 July		09:00 – 15:30 Workshops Monash City Premises 30 Collins Street, Level 7 Melbourne	
Sunday 26 July	12:00pm-18:00pm <b>Registration</b>  Registration desk located first floor Sofitel Hotel	09:00 – 14:00 Workshops Monash City Premises Level 7 30 Collins Street, Melbourne  14:30 Conference Welcome Sofitel Hotel  16:30 Great Debate Sofitel Hotel  17:15 for 17:30 (refreshments to follow) <b>Launch in Australia of the WHO and UNICEF World Report on Child Injury Prevention</b> By Her Excellency Ms Quentin Bryce AC, Governor-General of the Commonwealth of Australia	18:00 – 20:00 <b>Welcome Reception</b> Sofis Piano Bar - Sofitel
Monday 27 July	08.00am – onwards <b>Registration</b>	09:00 – 17:00  <b>Conference opening</b> followed by plenary sessions and workshops/poster sessions	19:00 – 23:00  <b>Conference Dinner</b> National Gallery of Victoria Persimmon Room St Kilda Road, Melbourne 20 minute walk from the Conference Venue.
Tuesday 28 July	08.00am – onwards <b>Registration</b>	09:00 – 15:00 Conference plenary sessions and workshops/poster sessions  15:30 – 16:15 Closing Plenary	

## PLENARY SESSIONS

All plenary sessions will take place in the Sofitel Melbourne. A complete list of plenary sessions will be included in the conference program, which will be distributed on-site. For latest updates to the program please visit: <http://www.injuryprevention2009.com>

## WORKSHOP SESSIONS

The Conference will include workshops. Workshops will take place at Monash City Premises, 7th Floor, 30 Collins Street Melbourne on:

Saturday 25 July	09:00 – 15:30
Sunday 26 July	09:00 – 14:00

## PROGRAM/ABSTRACTS

A complete printed program/abstract booklet will be distributed at the conference. For latest updates to the program please visit: <http://www.injuryprevention2009.com>

At the Conference, a message board, located next to the Conference Secretariat, will display any changes to the program or news about special events.

**Injury Prevention & Safety Promotion****INFORMATION FOR DELEGATES**

<b>SPEAKER'S ROOM</b>	<p>All electronic presentations must be prepared in a PowerPoint format to be loaded in advance of your presentation, in your allocated room.</p> <p>Please bring your presentation to the Speaker's Room, located in the Victoria Suite of the Sofitel Melbourne. Your presentation must be stored on a USB stick, CD-Rom or floppy disk.</p>
<b>PRINTING FACILITIES</b>	<p>Copy facilities will be available at the business centre of the Sofitel Hotel Melbourne. If you would like to make copies of your paper or presentation to be distributed to conference delegates, please note charges incurred will be at presenter's expense.</p>
<b>INTERNET</b>	<p>Internet facility Cards are available for purchase from the Concierge to be used in the Business Centre, Lobby Level. Cost \$10.00 for 30 minutes or \$26.00 for 2 hours</p>
<b>NAME BADGES</b>	<p>At the conference secretariat's registration desk, all registered delegates, members of the press, accompanying guests and exhibitors are kindly requested to wear their name badge when attending all conference activities and social events. A replacement fee of AUD \$5.00 will be charged for every lost or forgotten badge. In order to facilitate the duplication of the badge, please present a copy of your registration confirmation letter or onsite registration form as proof of your registration.</p>
<b>ADMISSION FOR CONFERENCE DINNER</b>	<p>You will have received confirmation to the Dinner at the NGV if you have nominated on your registration form. Do not forget to wear your name badge to the social event, as you will need this for entry into the NGV and they will be checked for security reasons.</p>
<b>VOLUNTEERS</b>	<p>Volunteers wearing green "Ask Me" badges will be assisting delegates and directing everyone to breakout venues.</p>
<b>MESSAGES</b>	<p>Messages for delegates will be left on the message board next to the Conference Secretariat and Registration Desk. Contact number at the Sofitel Melbourne is + 61 3 9653 0000. Callers wishing to leave a message should ask to be transferred to the 9th Injury Prevention Conference Secretariat. Delegates are advised to consult the message board during conference breaks.</p>
<b>CATERING</b>	<p>Morning, afternoon teas and lunches will be provided during the conference.</p>
<b>SMOKING</b>	<p>Delegates are requested to refrain from smoking, as smoking is not permitted in and around the Sofitel Hotel area.</p>
<b>WEATHER</b>	<p>Melbourne's weather in Winter (July) is generally cold to mild with temperatures ranging from 10 -16C.</p>
<b>INCIDENTAL EXPENSES</b>	<p>The Conference Organisers or the Conference &amp; Events Management Office will not be responsible for any incidental expenses incurred by delegates during the conference.</p>

Prior to arrival, if you have any further queries, please do not hesitate in emailing the Conference Secretariat: [oce@adm.monash.edu.au](mailto:oce@adm.monash.edu.au)

Registration Desk staff and volunteers will be on hand to answer questions and provide you with conference-related assistance.