

## **FREQUENTLY ASKED QUESTIONS**

### **+ Getting to Wollongong**

No official carrier has been nominated for the workshop due to competitive airfares available via the internet.

### **+ Sydney Airport**

Sydney airport is the main gateway to Wollongong. It boasts international, domestic and general aviation terminals. From here, there are multiple transport modes available for you to choose from to travel to Wollongong. Sydney Airport is located approximately 1:50 minutes from Wollongong.

### **+ Illawarra Regional Airport**

Fly Corporate regional airlines fly directly into the Illawarra Regional Airport, direct from either Brisbane or Melbourne, flying daily. Details of the new Wollongong, Melbourne and Brisbane services are available at [www.flycorporate.com.au](http://www.flycorporate.com.au).

Illawarra Regional Airport is located at Airport Road off the Princes Highway, Albion Park Rail. Albion Park Rail is a suburb of Shellharbour City, which forms part of the Illawarra Region.

The Airport is located just over 20 minutes south of Wollongong.

### **+ Getting from Sydney Airport to Wollongong**

The journey from Sydney to Wollongong can be as fast or as scenic as you choose.

#### **+ By rail/train**

Sydney Trains operates a regular timetable to Wollongong from Sydney on its South Coast and Southern Highlands Lines.

Go to the Sydney Airport Domestic or Sydney Airport International Train Station (platform 1). Catch the train to Central Station. Disembark and board the next

South Coast Line train (From Platform 4) to Wollongong. This journey will take approximately 90 minutes from Wollongong Station. For information on fare and timetables please [click here](#)

#### **+ By Bus**

There is a direct bus departing from Sydney Airport and arriving at Wollongong. Services depart twice daily, and operate every day. The journey takes approximately 90 minutes. [Click here](#) to read more

#### **+ By Taxi**

This method isn't recommended. A one way trip from the airport to Wollongong will cost from \$180 - \$220

#### **+ Car Rental**

Renting a car at Sydney Airport is an easy and convenient option with pick up locations across International and Domestic terminals.

Head to T1 International Terminal Arrivals hall where the rental car desks are located. Once you have collected your keys, you will be directed to the ground level of the multi-storey car park P7. This is just opposite the T1 International Terminal. If you are picking up your rental car from the T2 or T3 Domestic terminals, follow the signs for rental cars in the Arrivals hall.

Find out more and [book online here](#).

#### **+ Getting around Wollongong**

Once you have arrived safely in Wollongong, there are a number of easy and affordable transport options.

#### **+ Free Gong Shuttle Bus**

Wollongong's free Gong Shuttle Bus makes it easy to get around the Wollongong's CBD. The services operates in both directions on a loop from Wollongong Station to Wollongong University via the

Hospital, Burelli Street and the Innovation Campus.

On weekdays the shuttle operates every 10 minutes between 7am and 6pm, and every 20 minutes from 6pm to 10pm.

For a full list of options:

[visitwollongong.com.au](http://visitwollongong.com.au) has you covered.

#### **+ Visitor information**

Download the official 2020 Wollongong Visitor Guide:

[High Quality for desktop>>](#)

[Lower Quality for mobile>>](#)

Visit: [visitwollongong.com.au/traveller-tips](http://visitwollongong.com.au/traveller-tips)

#### **+ How do I gain entry into the workshop sessions?**

It is suggested that delegates arrive at preferred sessions promptly to ensure a seat. If sessions become full then delegates will not be allowed entry. Please wear your name tag for entry into all sessions.

#### **+ Where is the workshop venue?**

The workshop will be held at the Innovation Campus, University of Wollongong.

#### **+ What time does the registration desk open?**

The registration desk will open at 8am on both days.

#### **+ Where do I register?**

The exact location for the registration desk is to be confirmed.

#### **+ How will I know if there have been any changes to the program?**

Any changes to the workshop program will be announced during housekeeping notices in the morning. You may also check with Leishman Associates staff at the registration desk.

#### **+ Will copies of the presentations be available after the workshop?**

PDFs of PowerPoints will be available on the workshop website following the conclusion of the workshop. Speakers will be requested to sign a release form. This is not compulsory.

#### **+ What food is included in my registration?**

All morning tea, lunch and afternoon tea is provided. Food will also be included at the Networking Function, if you are attending.

#### **+ I have special dietary requirements – what do I do?**

You must advise the workshop managers of any special dietary requirements when you register for the Workshop. Caterers at each function will be informed of these. Please speak with wait staff at each break as your dietary requirement may be catered for separately if the buffet meals do not cater for you requirements. If you are unsure, please don't hesitate to ask staff at the registration desk.

IMPORTANT – If your dietary request relates to a life-threatening allergy, please ensure that you advise the organisers as soon as possible. .

#### **+ When and where is the networking event?**

The networking function takes place on Day 1 of the workshop, the exact time and location is still to be confirmed. Please keep updated by viewing the '[Social Program](#)' page on the website.

#### **+ How do I know if I am registered for a social function?**

A ticket to the Networking Function is included in each full registration (please note you do need to indicate your attendance prior to arriving at the dinner). Additional tickets can be purchased for accompanying partners. After registering for the workshop you would have been emailed a registration confirmation which lists the social functions for which you are registered. If you require another copy, please email [Bree Blackwell](mailto:Bree.Blackwell)

#### **+ Can I bring a partner along to the Networking Function?**

Yes, you most certainly can – additional tickets can be booked when you registered online, or through the Leishman Associates office. During the workshop, bookings can be made at the registration desk, subject to availability.

#### **+ How do I pay for my accommodation?**

When you book your accommodation your credit card details will be transferred to the hotel you have selected – please confirm this on check in with your hotel.

Please note: Your credit card **will not** be charged until you check out unless stated otherwise. If you have arrived 24 hours later than your indicated arrival day you may find that you have forfeited your deposit. If you would like to make pre-payment, a Tax Invoice can be provided by the hotel. If you are checking out on a credit card not in your name, please complete a Credit Card Authority Form and email to [bree@laevents.com.au](mailto:bree@laevents.com.au).

#### **+ Is there security at the workshop?**

The members of the workshop organising committee and Leishman Associates accept no liability for personal accident or loss or damage suffered by any participant, accompanying person, invited observer or any other person by whatever means. Nor do we accept liability for any equipment or software brought to the workshop by delegates, speakers, sponsors or any other party. Please protect your personal property. Do not leave laptops, cameras, and other valuable items unsecured. Be conscious of individuals who appear out of place and do not wear a workshop name badge. Advise Leishman Associates staff if you see anything suspicious.

#### **+ Can I photograph or record the workshop sessions?**

Delegates are not permitted to use any type of recording device at any of the sessions unless written permission has been obtained from the relevant speaker. Photos will be taken throughout the course of the workshop by the event organisers and may be used to promote future events. If you have any issues with being photographed please notify the Leishman Associates at the time of registering.

#### **+ I am a speaker, what should I do?**

It is our preference if you can upload your presentation to a drop box prior to the workshop commencing.

If you are unable to provide your presentation prior to the workshop, please bring the same with you when you register.

This should be done at least 2 hours prior to your presentation time. Speakers are also requested to assemble in their session room 5 minutes before the commencement of the session if possible, to meet with their session chair and to familiarise themselves with the room and the audio visual equipment.

#### **+ I am a chairperson, what should I do?**

Chairpersons will receive an email prior to the workshop, reminding them of their responsibilities. If you are a chairperson and do not receive this, or have additional questions, please contact Leishman Associates.

#### **+ What is the dress code for the workshop?**

For all Workshop sessions the dress code is smart casual or informal business. You do not need to change prior to the Networking Function.

#### **+ Will there be wireless internet access?**

There will be wireless internet access at the workshop. Please ask at the registration desk for details.

#### **+ Parking at the venue**

The Innovation Campus has a short term visitors car park, available from 8.30am – 6.30pm. Full day parking is available for \$16.00 per day.

For further information, please view the [website](#).

#### **+ Climate**

The weather is warm year-round, but especially hot and rainy from November to March, with the possibility of thunderstorms and occasional hail. On average, temperatures sit around mid-20's.

For more information on weather on the Sunshine Coast, please visit

<http://www.bom.gov.au/nsw/forecasts/wollongong.shtml>

#### **+ Time zone**

Australian Eastern Standard Time GMT plus 10 hours.

#### **+ Disclaimer**

The TEFMA Sustainability Workshop reserves the right to amend or alter any advertised details relating to dates, program and

speakers if necessary, without notice, as a result of circumstances beyond their control. All attempts have been made to keep any changes to an absolute minimum.