



INFORMATION FOR VIDEO POSTER PRESENTERS

CONFERENCE OFFICE

Think Business Events
Level 1, 299 Elizabeth Street
Sydney, NSW 2000 Australia
Telephone: +61 2 8251 0045 Fax: +61 2 8251 0097
Email: contact@autismineducation.org.au



INTRODUCTION

The Conference Committee thanks you for presenting at the upcoming *Aspect Autism in Education Conference*, 5 – 6 May 2016 at the Melbourne Convention & Exhibition Centre.

This Information for **Video Poster Presenters** document aims to provide you with some assistance and guidance on planning for your presentation.

CHECKLIST

| What? | By When |
|------------------------------------|--|
| Organise the video for your poster | Send to Dani Palmieri via drop box by 28 th April 2016. |

REGISTRATION

All video poster presenters must register and pay the applicable registration fees in order to remain in the program. Video poster presenters who fail to pay registration fees risk being removed from the program at the discretion of the program committee.

There is no reduced registration fee for video poster presenters. Please go to the registration page on the conference website at <http://autismineducation.org.au/registration/> to register.

VIDEO POSTER PROGRAM

The video poster program is available on the conference website at <http://autismineducation.org.au/program/poster-program/>

Please review the video poster program to check your name, organisation, state/country, presentation title and abstract are correct. If there are any changes, please advise by **13 April 2016** as this will be in the app and printed in the conference booklet.

PREPARING YOUR VIDEO POSTER

Videos of up to 10 minutes duration must be submitted as high quality .MP4. Please share your video via drop box to danip@thinkbusinessevents.com.au

ON CONFERENCE DAY

VENUE

Day and date: 5 – 6 May 2016

Venue: Melbourne Convention & Exhibition Centre

Address: 1 Convention Centre Pl, South Wharf

Website: www.mcec.com.au



REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located on level 1 at the Melbourne Convention & Exhibition Centre, Melbourne.

Opening Hours:

| Day | Hours |
|---------------------|-------------|
| Thursday 5 May 2016 | 0800 - 1800 |
| Friday 6 May 2016 | 0800 - 1600 |

On arrival at the conference, please collect your badge and other materials at the Registration Desk. Friendly staff will be on hand during opening hours indicated above, to answer your questions and provide information about the conference, venue and surrounds.

GETTING THERE

Getting to the venue

The Melbourne Convention & Exhibition Centre (MCEC) is located on the banks of the iconic Yarra River in South Wharf, just minutes away from Melbourne's central business district and 25km from Melbourne Airport.

By SkyBus

The SkyBus transports visitors directly from Melbourne Airport to Southern Cross train station. This is an express service that departs every 10 minutes. Once at Southern Cross Station, catch a tram (or walk for about 10 minutes) to the MCEC. For further information and costs on the SkyBus, visit the website at: www.skybus.com.au

By taxi

Taxis are available on the ground floor level outside all three terminals. Ask the taxi driver to drop you off at the closest taxi rank located outside the DFO shopping centre on convention centre place (right beside the Centre and Hilton hotel).

By Hire Car

You can pick up a car from one of five rental companies at Melbourne Airport. Parking is available at the MCEC. For information on cost, access etc, please visit the website at:

<http://mcec.com.au/your-visit/getting-there/>

For further information on how to get to the Melbourne Convention & Exhibition Centre, please visit:

<http://melbourneairport.com.au/to-from-the-airport/overview.html>

FURTHER INFORMATION

If you require any further information about registration, program or venue, please contact the Conference Office.

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passionate about conferences