## CONFERENCE VENUE

**Conference Venue**  
Perth Convention and Exhibition Centre  
Mounts Bay Road, Perth, WA 6000  

*The Conference Celebration Cocktail is an offsite event.*

## REGISTRATION DESK

The registration desk will be located on Level 2 of the Perth Convention and Exhibition Centre and will be open during the following times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 18 March 2020</td>
<td>0700 – 1800</td>
</tr>
<tr>
<td>Thursday 19 March 2020</td>
<td>0730 – 1700</td>
</tr>
<tr>
<td>Friday 20 March 2020</td>
<td>0730 – 1500</td>
</tr>
</tbody>
</table>

*Please note, these times are estimates and are subject to change closer to the Conference.*

Please visit the registration desk upon arrival at the Conference to collect your name badge and other Conference materials.

Your name badge is your entry to all sessions, Conference exhibition, welcome reception and Conference celebration cocktail and must be worn at all times.

## SOCIAL FUNCTIONS

### WELCOME COCKTAIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Dress</th>
<th>Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 18 March 2020</td>
<td>17:00 - 19:00</td>
<td>Riverside Theatre Foyer, Perth Convention and Exhibition Centre, Perth</td>
<td>Smart casual</td>
<td>Inclusive for all registered conference delegates</td>
</tr>
</tbody>
</table>

Reflect on the day’s sessions and meet industry peers as we welcome you to Perth, Western Australia. Meet fellow delegates, exhibitors and sponsors while enjoying a selection of canapés and beverages.

### CONFERENCE CELEBRATION COCKTAIL

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Dress</th>
<th>Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 19 March 2020</td>
<td>19:00 - 23:00</td>
<td>The Ritz-Carlton Perth, 1 Barrack Street, Perth</td>
<td>Cocktail, Lounge Suit</td>
<td>Inclusive for all registered conference delegates. Please bring your conference name badge with you to the cocktail.</td>
</tr>
</tbody>
</table>
Guests should plan a 19:00 for 19:30 arrival at the venue. There will be no pre-arranged transportation, as the function is located a short distance from the Perth Convention and Exhibition Centre, within walking distance of most conference hotels.

Join us for the Conference Celebration Cocktail — the perfect opportunity to network with fellow delegates and likeminded individuals as you enjoy canapés and local wines throughout the night at the brand new Ritz-Carlton Perth Hotel.

Cutting a striking silhouette along the Swan River, The Ritz-Carlton, Perth evokes timeless luxury and the joy of discovery. Set within a stunning building on Elizabeth Quay, the hotel overlooks the river, skyline and urban parks. The beauty and bounty of Western Australia are celebrated through culinary experiences highlighting local ingredients. Complete the evening by dancing the night away with entertainment provided by local six piece band, Proof.

**CONFERENCE APP**

We invite all delegates to use the Conference app to build your own program, ask questions, and network with colleagues. To use the app:

- Download [Whova](#)
- Sign in with the email you used to register for the Conference
- Password: NVC2020
- Edit your profile
- Explore the event using the home, agenda, attendees, and community tabs

For more detailed instructions on downloading and using the app watch the [Whova tutorial](#).

Don’t forget to use the hashtag #volunteering2020 in all your social media posts!

We ask all delegates to act respectfully towards others and in their use of the app. The app is not to be used for promotion of any products other than those of the Conference sponsors. The Conference Team can be contacted directly through the app and we ask that any untoward or offensive behaviour be brought to their attention in a timely manner. The Conference Team reserves the right to remove a person from the app if their behaviour is deemed to be unacceptable. The Conference Team will not be held responsible for any communications through the app by a third party. The Conference Team will not incur any liability as a result of a person’s use of the app, or for any damage caused through communications made via the app. All person’s using the app do so at their own risk, and acknowledge that the Conference Team cannot be held accountable for activity within the app.

**DRESS CODE**

Conference dress code is smart casual. If you wish to wear a uniform you may but it is not necessary.

**CATERING AND DIETARY REQUIREMENTS**

Morning, afternoon teas and lunches will be held in the Riverside Theatre Foyer. Lunches will be served as an informal stand-up buffet, and limited seating is available. There will be vegetarian options available as part of the main catering for all delegates. Other dietary requirements noted on your registration form have been passed on to the catering staff, and will be available from dedicated catering stations. Please ask the catering staff for assistance.

Dietary requests will be catered for to the best of the venue’s ability. Individuals with severe allergies are requested to advise the Conference Team prior to the Conference of their requirements, and bring any allergy medication (EpiPen, Phenergan, etc.) as prescribed by your doctor to the Conference and any associated function. Whilst due care is taken by the organisers and venue, individuals must take primary responsibility for their own health.
Should you require assistance with dietary requirements (and did not include this when you registered for the Conference), please notify the Conference Team via nvc2020@volunteeringwa.org.au prior to the Conference.

GETTING TO THE VENUE

Perth Convention and Exhibition Centre is easily accessible by foot, ride-share or public transport including bus, train or ferry from South Perth. Positioned adjacent to the Swan River, Elizabeth Quay train station and bus port or 10 minutes to Perth Underground train station.

Perth has a free bus service that operates around the CBD. These buses are called CAT (central area transport service) and service the free transit zone (FTZ) which are clearly marked around the city.

PARKING

There are approximately 5,000 car parking bays within a 10 minute walk of Perth Convention and Exhibition Centre. The City of Perth Convention Centre Car Park is located directly under the Centre.

City of Perth Convention Centre Car Park
Open: 24 hours, 7 days a week
Access: via Mill St, Mounts Bay Rd, or the Riverside Dv off-ramp from Mitchell Freeway.
Payment: Cash, credit card, or City of Perth Parking Card Centre access: direct access to PCEC during opening hours via central foyer lift and staircases
Contact: 1300 889 613

For further information on City of Perth parking visit: www.cityofperthparking.com.au

VENUE ACCESSIBILITY

The main drop off and pick up location is via the Plaza entry adjacent to the Adina Apartment Hotel Perth and provides direct access to Level 1. Level 1 consists of the exhibition halls, the Vocus Boardrooms, and speaker preparation rooms.

The main pedestrian entrance is a short walk from St Georges Terrace or the bus port via Mill St, the connecting walkways. Arriving on Level 2, provides access to the Riverside Theatre, 12 meeting rooms, @Liberty Café & Bar, Summer Garden, and a dedicated registration desk. BelleVue Ballrooms and lounge is located on Level 3 overlooking the newly created Elizabeth Quay dining and entertainment precinct.

FIRST AID

Please visit the Registration desk or PCEC information desk if you require first aid. Delegates are reminded to bring any medication they may need. In the event of an emergency please call 000 immediately.

LUGGAGE STORAGE

Delegates can store their luggage in the PCEC cloakroom on Level 2. All luggage stored at the PCEC is done at one’s own risk and the Conference Organiser will not be held responsible for any damaged or stolen luggage.

LOST AND FOUND

Lost and found items will be located at the Registration Desk. Please take all found items to the Registration Desk, and check for lost items there in the first instance. A lost and found comment thread will also be available on the Conference app.

TRAVEL INSURANCE

Registration fees do not include insurance of any kind. It is strongly recommended that participants take out their own general travel insurance. It is suggested that the insurance policy covers loss of fees/deposit,
airfares, accommodation charges, medical expenses, loss or damage to personal property and repatriation expenses. The Conference Team do not take responsibility for any delegate failing to insure.

**TAXIS**

Swan Taxi: 13 13 30  
Maxi Taxi Perth: 0406 553 313  
Taxi Wizard: 0433 901 141

The main drop off and pick up location is via the Plaza entry, adjacent to the Adina Apartment Hotel Perth and provides direct access to Level 1

**WEATHER**

Temperatures averaging around 30 degrees signal the perfect conditions to visit the tranquil City Beach, where the sea water temperature steadies at 22 degrees. Eleven hours of sunshine will provide ample amount of time to explore the wonders of Perth.

**WIFI**

Complimentary WIFI will be provided by Beyond Bank for Conference delegates.

1. Locate and Connect to the PCEC_Wireless wireless network  
2. Open your preferred Internet Browser  
3. Locate the Pre-purchased Access login  
4. Enter the password provided. Ticking the check box will ensure that you remain logged in for the duration of your visit.

**PASSWORD:**  
BEYOND BANK

**ACCOMMODATION**

Contact details for the conference hotels are below:

**ADINA APARTMENT HOTEL PERTH**  
33 Mounts Bay Road  
Perth WA 6000  
13 86 42  
www.adinahotels.com/en/apartments/perth/

**RENDEZVOUS HOTEL PERTH CENTRAL**  
24 Mount Street  
Perth WA 6000  
+62 2 9356 1000  
www.rendezvoushotels.com/hotel/perth-central

**COVID-19 INFORMATION**

The Australian Health Protection Principal Committee (AHPPC) advises that the risk to the general Australian population from COVID-19 is low, with the majority of confirmed COVID-19 cases in Australia in returned travellers.

At this time the AHPPC consider that public events should proceed, but strongly recommend that people that are unwell with cough or fever or other respiratory symptoms should not attend public events or gatherings. This is particularly so for people who have recently travelled from overseas.
The best way to protect yourself and others against COVID-19 is to practise good hygiene. Please follow the guidelines below on the best way to prevent the spread of COVID-19:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- When coughing and sneezing, cover mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin
- Avoid touching your eyes, nose and mouth with unwashed hands
- Do not attend the event if you are feeling ill and are experiencing symptoms consistent with COVID-19.

WHAT IS THE NATIONAL VOLUNTEERING CONFERENCE 2020 DOING TO ADDRESS COVID-19?

- PCEC has installed sanitizing stations across the venue as a precautionary measure.
- Promote hand hygiene and respiratory etiquette, including with informational materials that reach a wide range of age groups and varying reading and educational levels.
- Encouraging participants and staff to stay away from events when ill.
- Keep all delegates updated when more information is available.
- Encourage delegates to undertake a no hand shake policy

Any delegates who have travelled from higher risk or moderate risk countries who have not completed the self-isolation period are not permitted to attend and should withdraw. A current list of these countries can be found here:

FURTHER ASSISTANCE

Please contact the National Volunteering Conference Team at the registration desk if you require further assistance. Email: nvc2020@volunteeringwa.org.au

Thank you for your help in making the National Volunteering Conference 2020 a success.

Your participation and support are highly valued.

National Volunteering Conference 2020
Level 1, 3 Loftus Street
West Leederville WA 6007
08 9482 4333
0430 286 745 (onsite only)
nvc2020@volunteeringwa.org.au

The National Volunteering Conference 2020 is proudly hosted by Volunteering Australia and co-hosted by Volunteering WA
The Conference Organising Committee acknowledges the following sponsors for their help in making the National Volunteering Conference 2020 possible:

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<th>Bronze Sponsors</th>
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<td>City of Perth</td>
<td>GHR Bereavement Specialists</td>
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<td>seekvolunteer</td>
<td>Perth Convention Bureau</td>
<td>RAC For the better</td>
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<td>WIFI Sponsor</td>
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