

Housekeeping

- Today's event is being run under Chatham House Rule to enable our speakers to share more sensitive and valuable information with you. This means that the sessions will not be recorded, and also that personal video recording and photos of the presenters' content cannot be permitted.
- Norton Rose Fulbright has kindly donated their space to us for the day, please feel free to use the common spaces on the event level to take calls or work as needed.
- If you do need to leave the building at any time, you will need to return to level 5 to regain access to the event.
- Bathrooms are located just outside behind the elevators.
- There is a cloakroom located just outside the door to Room 1, please note this is not a monitored cloak room.
- We understand that good coffee goes a long way when listening to presentations all day, the cafe will provide you with complimentary coffee of your choice until 4pm.
- Please keep your devices on silent to avoid disrupting our speakers
- Please keep your nametags on throughout the day so that we can ensure you are permitted to attend the sessions.
- Concurrent sessions are subject to availability, however please feel free to stand in the back of the room if your preferred session is full should there be space available.
- In the event of an emergency, please follow venue staff directions.
- Should you have any questions, ICMEC Australia staff will be wearing light blue lanyards.
- When leaving please visit the registration desk for your attendee gift and to return your nametag for reuse.

We hope you have a lovely day at our Symposium!