



Information for Conference Delegates

The following information is provided for all Conference Delegates. It contains information on aspects related to the Conference such as registration, program, social functions, accommodation, transport and other important information. If you need information not covered here, please feel free to contact the IABC Secretariat or the Conference Registration Desk at the venue.

Special Notes for Conference Speakers

- Airport transfer will be provided for Conference Speakers. Transport is by mini-van. Speakers arriving around the same time may share the mini-van. We ask for your understanding and patience should there be some waiting time due to different arrival times. Transfer out to the airport is also provided if required. If you need airport transfer and have not send us your flight details, please send in your details to: conference@iabc.or.id
- CV, Synopsis and Presentation – We would appreciate receiving Speaker's CV, synopsis and paper / power point presentation in advance of the Conference to ensure copies can be made available to delegates on time. If you have not done so, please kindly send the documents to: conference@iabc.or.id
- We would appreciate it if you could inform us whether you intend to attend the whole Conference or only part of the Conference. This information is included in the Speaker's Form. If you have not received the form, please let us know.
- Please take some time before your session to check the facilities – remote controls, monitors etc. We will presume you prefer to manage your own presentation. Direct the remote at the computer not the screen. If you have special needs, please ask well in advance.

IABC Secretariat

Indonesia Australia Business Council
World Trade Centre 16th Floor
Jalan Jenderal Sudirman Kav. 29-31
Jakarta 12920 – Indonesia
Tel : +62 21 521 1540
Fax : +62 21 521 1541
Email : secretariat@iabc.or.id or conference@iabc.or.id
Website : www.iabc.or.id (registration form and latest program can be downloaded here)

Please note that the Secretariat of the Conference will move to Sheraton Surabaya from 5 November 2017 onward. The Conference Secretariat room is located on the mezzanine floor of the hotel.

Official Conference Organizer and Tour & Travel

PACTO CONVEX Ltd and PACTO Tours & Travel have been appointed as the official conference organizer and travel agents to assist participants with travel, accommodation arrangements, ground transportation, excursions as well as car rental. For further information, reservation and reconfirmation, please contact the staff at Hospitality Desk.

Conference and associated Fees

Below is list of Conference and associated fees per person:

Conference	Member: IDR 6,000,000.00	Non-Member/Public: IDR 8,600,000.00
Accompanying Person	IDR 2,600,000.00	
Golf	IDR 1,800,000.00	
Opening Reception only	Member: IDR 1,000,000.00	Non-Member/Public: IDR 1,500,000.00
Conference Dinner only	Member: IDR 1,500,000.00	Non-Member/Public: IDR 2,000,000.00
Closing Drinks only	Member: IDR 750,000.00	Non-Member/Public: IDR 1,250,000.00
Airport Transfer	One-way: IDR 250,000.00	Two-way: IDR 450,000.00

Notes:

- Registered Conference Delegates are entitled to attend all Conference Sessions, coffee breaks, luncheons, opening reception, conference dinner and closing drinks. Conference kits and materials will be given to registered delegates.
- Registered Accompanying person is entitled to attend the opening reception, conference dinner and closing drinks.
- Golf fee includes green fee, caddy fee and golf cart, and return transfer (sharing mini-van) from Sheraton Surabaya to Golf Graha Famili & Country Club Surabaya. Golf clubs hire are available but are limited. Please book in advance for golf to ensure we have sufficient transport.
- Fees for individual function such as opening reception, conference dinner and closing drinks are provided for delegates who wish to invite an associate/colleague to certain functions, subject to seat/space availability.
- Airport transfer fee is based on per person and transport is by mini-van and may be shared with other delegates hence a short waiting time may be expected. If you wish to have the car exclusively for your use, the fee is IDR 350,000.00 one way. Please make sure you give your flight number including the airlines as Surabaya Airport has International and Domestic Terminals. Please note that all domestic flights of Garuda Indonesia will use the International Terminal.
- There are registered taxi services at Juanda International Airport of Surabaya.

Venue

The official venue for the IABC Business Conference 2017 is at:

Ballroom, Sheraton Surabaya Hotel & Towers, Ground Floor (Lobby Level)

Jalan Embong Malang 25-31

Surabaya 60261 – Indonesia

Phone : +62 31 546 8000

Fax : +62 31 546 7000

Website : www.sheraton.com/surabaya

Accommodation

The official hotel is at the Sheraton Surabaya Hotel & Towers. The IABC has blocked a number of rooms at special rates for Conference delegates. If you have not booked your accommodation, please contact the IABC Secretariat to assist with the booking. You will need a credit card to guarantee your reservation. Settlement of your hotel bills will be directly with the hotel upon checking out.

For delegates who have booked accommodation, please note that the check-in time is at 14:00 hrs and check-out time is at 12:00 hrs noon. Early check-in or late check-out can be requested but not guaranteed and is based on room availability. The latest check-out time is at 14:00 hrs. Additional charges may apply if check-out later than that. The hotel has luggage room facility. Please also note

that you will be charged the first night if you cancel your reservation within 72 hours of your arrival, and for no-show you will be charged the full period of your stay.

Dress Code

The dress code for the Conference is business casual or Batik. T-shirts, shorts and sandals are not allowed. The Opening Reception will be held at the Kawi Lounge of the Sheraton Surabaya. The Conference Dinner will be held at the Ballroom of the Hotel Majapahit. We encourage all participants to dress properly and preferably wearing long-sleeved Batik. The Informal Closing Drinks will be held at the Pool side area of the Sheraton Surabaya.

Name Badge

All registered delegates and accompanying persons will be issued with a name badge. For security and identification purposes we require you to wear the name badge at all time during the Conference and at social functions. Delegates and accompanying persons without a name badge may be refused entry to conference sessions and/or to social functions.

For easy identification, the name badges are colour coded as follows:

- | | |
|----------------------------------|-----------|
| • Delegate | Blue |
| • Committee/Board Member of IABC | Red |
| • Speaker | Green |
| • Accompanying Person | Orange |
| • Media | Brown |
| • Opening Reception only | Purple |
| • Conference Dinner only | Dark Blue |

Registration Desk

The Registration Desk will be located near the lobby area on the ground floor of Sheraton Surabaya and will open during the following times:

Sunday, 5 November 2017	14:00 – 18:00
Monday, 6 November 2017	08:00 – 17:00
Tuesday, 7 November 2017	08:00 – 16:00

Delegates should re-register to collect their name badge and conference materials. Late registration can be made at the registration desk on arrival, and payment can be made in cash or by credit card. (But again, please book for golf in advance).

Hospitality Desk

The hospitality desk is located near the registration desk. The opening hours are the same as the registration desk. Delegates can obtain information on travel, transport, tours and car rental service here. Please contact the staff if you wish to reconfirm your tickets. Delegates who pay for airport transfer service should report to the staff for their outbound transfer.

Golf

The Golf is on Sunday, 5 November 2017 from 10:00 – 15:30 hrs at the Golf Graha Famili & Country Club Surabaya. The mini-van will leave the Sheraton Surabaya at 08:30 hrs. All registered players should assemble at the hotel lobby at 08:15 hrs. The mini-van will depart at 15:30 hrs from the golf club to the hotel. Please note that the fee does not include lunch or drinks.

Opening Reception

The Opening Reception will be held on Sunday, 5 November 2017 from 18:00 – 20:30 hrs at the Kawi Lounge at the Sheraton Surabaya. Light canapés and roast beef station, and free-flow wine, beer and soft-drink will be served.

Coffee Break

Coffee breaks will be served twice a day at 10:00 – 10:30 hrs and at 15:00 – 15:30 hrs on 6 & 7 November 2017 at Foyer of the Ballroom. Sponsors information tables/desks will also be located in this area.

Lunch

Networking buffet lunch will be provided in the Terrace Room adjacent to the Ballroom at 12:00 – 13:30 hrs on 6 & 7 November 2017.

Conference Dinner

The Conference Dinner will be held on Monday, 6 November 2017 at the Ballroom of the Hotel Majapahit Surabaya. Buses will leave the Sheraton Surabaya at 18:30 hrs and Delegates must assemble at the hotel lobby at 18:15 hrs. All delegates must wear their badge for security and identification purposes. The pre-dinner drink will be served between 19:00 – 19:30 hrs at the pre-function area of the Ballroom. The dinner is a buffet dinner with round table seating set-up. Wine, beer, juices, soft-drinks, mineral water, coffee/tea are free. Other alcoholic or cocktails drinks are at personal expense. The buses will depart the Hotel Majapahit between 21:30 – 22:00 hrs to return to Sheraton Hotel.

Closing Drinks

The Informal Closing Drinks will be held on 7 November 2017 at the Poolside area of the Sheraton Surabaya from 17:00 – 18:30 hrs. Light snacks and wine, beer and soft-drinks will be provided. Casual dress is accepted.

Valuables

Delegates are advised to take their valuable items (laptop, ipad, camera etc.) with them during the coffee breaks and luncheons, and do not leave them in the Ballroom. The organising committee is not responsible for any losses due to negligence. Please note that the Registration Desk and the Hospitality Desk do not provide storage for delegates' bags and valuables. Please use the hotel's concierge service for storage of your belongings.

Liability

The organising committee shall not be liable for personal accidents or losses or damage to private property suffered or caused by registered delegates and accompanying persons of the Conference. Delegates are encouraged to make their own arrangements with respect to personal insurance.

Disclaimer

Whilst every attempt will be made to ensure that all aspects of the Conference will take place as scheduled, the Organising Committee reserves the right to make last minute changes should the need arise.
