GENERAL INFORMATION

Senior Strategic Leadership
15 – 19 November 2010, Canberra

Arrival information
The Senior Strategic Leadership is a 5 day residential program to be held at The Hyatt (Commonwealth Avenue, Canberra) from Monday, 15 November until Friday, 19 November. Registration will take place on the first day between 10.45am and 11.00am outside the meeting room.

This program’s start and finish time allows for participants to fly in on Monday morning and out on Friday afternoon. If you are flying into Canberra on Monday morning, we advise that you make your way straight to the meeting room and we can store your luggage securely for the day.

Please note: As the program is during a parliamentary sitting week, it is strongly recommended that you book your flights and any additional accommodation you may require as early as possible.

What to Bring
We will provide you with a hard copy of all the reading materials on arrival at the program.

In November, you should expect an average maximum temperature of 23°C and a minimum of 9°C. We suggest you bring something warm whilst in program room, as temperatures can be difficult to control.

There is a gym and pool for those who are interested in exercising throughout the week.

Dress code for the course is smart casual.

Meals
All meals are included from registration on Monday 15 November until lunchtime on Friday 19 November (excluding dinner on Tuesday; where participants will need to make their own arrangements). If you have any special dietary requirements please notify Anna Steer by Monday, 8 November.

Getting there

Venue
Hyatt Hotel Canberra, Commonwealth Avenue, Yarralumla, Canberra

Taxi
Canberra Airport is approximately 10 minutes drive (9 km) from the CBD, and is approximately $30 - $40 in a taxi. As the program is during a parliamentary sitting week, there may be large queues for taxis; you may want to book your transport from the airport to the Hyatt in advance.

Parking
Hyatt Hotel Canberra has an undercover car park available exclusively to in-house guests and guests attending functions. Hotel car-park rate is $25.00 per night.
Accommodation

Participants are encouraged to stay at the hotel for the entire program to take advantage of aspects of the program that happen outside these sessions. The LH Martin Institute has paid for your accommodation (including breakfast) for the duration of the course checking in Monday, 15 November and checking out Friday, 19 November.

The Hyatt Hotel, Canberra
Commonwealth Avenue
Sydney NSW 2000
Telephone: 02 6269 8848
Website: http://www.hyatt.com

You will need to provide the hotel with a credit card upon check-in for any room incidentals i.e. mini-bar, in-house movies, phone calls, room service, Internet etc. These charges will not be covered by the LH Martin Institute and will be charged to your card upon check-out. Check-in time at the hotel is 2.00pm and the check-out time is 11.00am.

Additional nights
Please contact Anna Uebergang, Meeting Services Manager directly if you wish to book additional nights. Additional nights booked will be at your own cost. You will need to mention you are part of the LH Martin Institute group booking.
Please contact Anna Uebergang on 02 6269 8848 or via email: anna.uebergang@hyatt.com

Departure Flight Times

Program will finish at approximately 1.30pm on Friday 19 November. We strongly recommend that you do not book a flight home to depart before 3.00pm for a domestic flight. This will provide you with plenty of time to get to the airport and meet the required check in times.

Learning Management System (LMS)

Before the program commences you will need to register you for this online community via the University's LMS but we need your consent to do this to meet privacy regulations. The LMS has been set up to assist you with your preparation for the program, and includes program outlines, readings, a discussion board and other important information. Core readings are already on the LMS; more readings will be uploaded in the lead up and during the program.

Please confirm if you consent to use of the email address provided on the registration form for this purpose, or advise Anna Steer (asteer@unimelb.edu.au) of an alternate email address by 29 October 2010.

Participant Profile and Leadership Challenges

We would like to find out more about you and your leadership challenges, which we will use to tailor the program content to your needs. WOULD you please complete the attached questionnaire and email it back to me (asteer@unimelb.edu.au) by 29 October 2010.

The Participant Profile will be included on the LMS, and in hardcopy in the program materials, so you can find out a little bit more about your colleagues.
Miscellaneous Information

Doctor: The Bromley Group Family Practice
1/26 Bougainville Street, Manuka
Telephone: 02 6295 2462

Dentist: Dental One Canberra
4/28 University Avenue, Canberra City
Telephone: 02 6162 0880

Hospital: Canberra Hospital
Yamba Drive, Garran
Telephone: 02 9382 7111

Chemist: Capital Chemist Kingston
58 Giles Street, Kingston
Telephone: 02 6295 9146

Taxis: Canberra Cabs – 13 22 27
Cabxpress – 02 6260 6011
Silver Service – 13 31 00

Contact person

If you have any questions please contact:

Anna Steer
Program and Events Manager
asteer@unimelb.edu.au
Telephone: +61 3 8344 3157
Mobile: 0466 150 238
Hyatt Hotel Canberra
Commonwealth Avenue
Canberra ACT 2600