

Delegate Information Letter

Fifth International Conference on Supply Chain Management and Information Systems

9 – 12 December 2007

Dear SCMIS delegate,

It is our pleasure to welcome you to the Fifth International SCMIS 2007 Conference and to Melbourne. We hope that you will enjoy the conference and the opportunity to visit the city of Melbourne. This letter provides further details of the conference.

Venue Langham Hotel, Melbourne
One Southgate Avenue
Southbank Victoria 3006
Tel. (03) 8696 8888
Fax. (03) 9690 6581

Conference Web Site www.scmis2007.org

Registration	Sunday	9 December 2007	6.00pm – 8.00pm
	Langham Hotel, Alto room, Level 25		
	Monday	10 December 2007	8.00am – onwards
	Tuesday	11 December 2007	8.00am – onwards
	Wednesday	12 December 2007	8.00am – onwards

The registration desk will be located in the Ballroom Foyer (Podium Level) of the Langham Hotel from Monday to Wednesday.

Reception	Sunday	9 December 2007	6.00pm – 8.00pm
	Langham Hotel , Alto room, Level 25		

Session Times	Monday	10 December 2007	9.00am – 5.00pm
	Tuesday	11 December 2007	9.00am – 5.00pm
	Wednesday	12 December 2007	9.00am – 12.30pm

Industry Tours	Wednesday	12 December 2007	2.00pm – 5.00pm
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We recognise that delegates may appreciate having the opportunity to attend one of the two industry tours that we will be offering. You will be able to put your name down on the Industry Tour Brochure that will be made available on day one of the conference. The tours can only take limited numbers, so please ensure you put your name on the list if you are interested in attending.

Conference Dinner	Monday	10 December 2007	7.00 for 7.30 pm
	Melbourne Aquarium Cnr Flinders St & King St, Melbourne		

Program/Abstracts	Changes or updates to the program will be made on the conference website. The program as at 4 December 2007 will be included in the satchel provided to each conference participant. Changes made subsequent to this date will be recorded on a notice board adjacent to the registration desk. Further information on the program can be found at: www.scmis2007.org
Proceedings	The Conference proceedings will be available on CD and placed in the conference satchels.
Author Information	Unless otherwise indicated, presentations have a duration of 22.5 minutes including five minutes question and discussion time
Audio Visual	Audio visual will consist of data projector, screen and computer. Please check that your presentation works on the equipment well before your presentation.
Name Badges	Delegates are asked to wear their name badge at all times. We ask that you leave your name badge for recycling at the end of the conference.
Messages	Messages for delegates will be left on the bulletin board next to the Registration Desk.
Accompanying Person Program	Ms Carole Woods, noted historian and author, will lead a companion's program on Monday 10th and Tuesday 11th of December. The details will depend on participants' preferences but likely activities include visiting the nearby Arts Centre, coffee and/or lunch in some of Melbourne's myriad of cafes and restaurants, and exploring some of the city's history and historic buildings. Prospective companions may e-mail Nicholas.Beaumont@buseco.monash.edu.au if wanting to pursue particular interests. Please join Carole in the Aria lounge of the Langham Hotel at 10am on either or both days.
Internet	Delegates can access broadband internet in accommodation rooms. Prices are as follows: \$24.95 for 24 hour period \$9.95 for 1 hour period Cards can be purchased at Reception. Internet access is also available from the Business Centre of the Langham Hotel at delegates' own expense. An Internet facility is also located in foyer of the Travelodge Hotel at \$2.00 for 20 minutes.
Catering	Morning and afternoon teas and lunches will be provided during the conference.
Incidental Expenses	Conference organisers and the Events Management Office will not be responsible for any incidental expenses incurred by delegates during the Conference.
Cancellation Policy	Substitutions can be made by Thursday 6 th December, name to be supplied to Monash University Events Management Office in advance via email: oce@adm.monash.edu.au Cancellations received after 23 rd November will not qualify for a refund.

Langham Hotel

The Hotel is 20km (12.5 miles) from Melbourne's International Airport, the journey takes approximately 30 minutes by car. The hotel is 500 metres from the City and approximately 10 minute walk from Flinders Street Station. The Langham Hotel is situated within walking distance of the Victorian Arts Centre, Melbourne Concert Hall, Royal Botanic Gardens & Federation Square.

Travel

All visitors to Australia, with the exception of those travelling from New Zealand, will require a visa or electronic travel authority. For information visit: <http://www.immi.gov.au/visitors/index.htm>.

PLEASE ENSURE YOU HAVE THE NECESSARY TRAVEL DOCUMENTS PRIOR TO DEPARTURE.

Taxi

Transfer by taxi from Melbourne Airport to the city centre takes approximately 30 minutes, costing approximately \$50.00 - \$60.00.

Sky Bus

The airport shuttle operates daily at regular intervals between the airport and hotels in the city. Airport pick up is at ground floor level outside the International Terminal. The bus departs every ½ hour and the travel time to the Langham is approximately 30 minutes. Approximate cost one-way \$15.00, return \$24.00 (2 trips). For further information please visit: www.skybus.com.au

City Circle Tram

The free City Circle Tram runs in both directions around the city centre perimeter. Hours of operation: 10.00 – 18:00 seven days a week, at 10-minute intervals. The circuit takes 30 minutes, going to many city attractions. A running commentary is provided and attendants on board will answer any questions.

Climate

Melbourne has four distinct seasons. Temperatures range from 16 – 30c° during summer.

Smoking

Delegates are requested to refrain from smoking, as smoking is not permitted in and around the Langham Hotel area.

Further Information

Please contact Conference Secretariat:
Irene Thavarajah -

Telephone: **+61 3 9905 1344**

Email: oce@adm.monash.edu.au