



APPF28

Australia 2020



28th Annual meeting of the Asia Pacific Parliamentary Forum
Australian Parliament House, Canberra, Australia | 13 – 16 January 2020

Handbook



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General information

Date and venue

APPF28 will take place at Australian Parliament House, Canberra, Australia.

Parliament House is a uniquely Australian modern parliament building. The main plenary sessions will be held in the Great Hall. Working groups and side meetings will take place in various committee rooms.

Morning and afternoon breaks, and lunches, will take advantage of the many courtyards and spaces inside and outside the building. Parliament House will also provide a setting for enjoyable dining and tour experiences outside of formal sessions.

Security

Parliament House maintains a high level of security. When entering the building, delegates will go through security screening and inspection of personal possessions.



Visitors must comply with any reasonable directions given by a Parliamentary Security Service Officer or member of the Australian Federal Police. Prohibited or offensive implements (such as guns or other weapons) are not permitted.

- » Please wear your conference lanyard with identifying badge at all times.
- » Photographic identification must be presented prior to issuing your conference lanyard and identifying badge.
- » Persons issued with a conference lanyard and identifying badge must not alter, destroy or tamper with their accreditation in any way or transfer it to another person.
- » You will be escorted by an authorised parliamentary staff member at all times within Australian Parliament House.



Photo - Great Hall, Parliament House. Auspic/DPS



APPF28 Program

Date	Activity
Sunday, 12 January 2020	Delegates arrive in Canberra
Monday, 13 January 2020	Executive Committee meeting Opening Ceremony Meeting of Women Parliamentarians Working group meetings Welcome dinner – Parliament House
Tuesday, 14 January 2020	First Plenary Session Second Plenary Session Working Group meetings Drafting Committee meeting
Wednesday, 15 January 2020	Third Plenary Session Drafting Committee meeting Final Plenary Session Closing dinner – National Gallery of Australia
Thursday, 16 January 2020	Canberra and region tours
Friday, 17 January 2020	Departure of Delegates

Note: Thursday, 16 January 2020 will offer tours and activities to allow delegates to experience the Canberra region and socialise in an informal setting.

Host secretariat

Contact details:

Email: appf@aph.gov.au

Phone: (+61-2) 6277 2069 (Ms Lynley Ducker)
(+61-2) 6277 4054 (Ms Siobhán Leyne)
(+61-2) 6277 2148 (Ms Emma Knezevic)

Registration

Participants are requested to register their attendance with the host Parliament no later than **30 October 2019** [online](#).

Membership of delegations is limited to a maximum of ten (10) parliamentarians (Article 22 of APPF Rules of Procedure).

Any changes in the participants list should be notified to the host secretariat by 15 December 2019.

Accommodation and additional expenses

Canberra has many options for high quality accommodation. The APPF28 Secretariat has negotiated room rates and availability for conference attendees at Rydges Capital Hill Canberra and Doma Hotels. They are within a 5 – 10 minute drive, or 20 minute walk, from Parliament House. Transport will be provided from these hotels to the conference events.

Delegates are responsible for booking their own accommodation directly with the hotel and covering their expenses; including accommodation and the cost of all meals and services incurred at the hotel (mini-bar, laundry, phone calls). The negotiated accommodation rates will be held for a limited time, so early booking is encouraged.

Accommodation can be booked directly with the properties via the APPF28 [website](#). Booking your accommodation early is recommended as the discounted rates will be held for a limited time.

Rydges Capital Hill	Doma Hotels
17 Canberra Avenue Forrest ACT + 61 2 62953144 online bookings via www.appf28.org	Barton ACT +61 2 61631888 reservations@domahotels.com.au online bookings via www.appf28.org

Doma Hotels have offered delegate rates at the following properties:

- » **Hotel Realm** (booking code: 1201APPFREARM)
- » **Brassey Hotel** (booking code: 1201APPFBRASSEY)
- » **Burbury Hotel** (booking code: 1201ASIAPA_001)



The Australian Parliament will be responsible for conference expenses, including official receptions and meals specified in the program.

Activities will be provided for accompanying persons each day. Any additional activities outside of the official program will be at participants' own cost.

Visas and travel

To enter and stay in Australia, delegates require a passport with more than six months validity and an appropriate visa. Contact an Australian Embassy or Consulate before departure to obtain a visa. Apply early for your visa to allow time for processing.

Please advise the Australian Secretariat if you require a personalised letter of invitation to assist with your visa application.

Participants are responsible for booking their own flights. Direct international flights to Canberra are available on Singapore Airlines or Qatar Airways. Other international airlines fly to major capital cities in Australia with domestic connections to Canberra.

Transport

Transport for the head of each delegation to and from the airport and on all meeting days will be by private car. Luxury coaches with air conditioning will be provided for other delegates, and for the accompanying persons program.

Arrival and Departure

Transport to and from the airport will be provided for delegates arriving in Canberra on Sunday, 12 January 2020 and departing Canberra on Friday, 17 January 2020. Airport facilitation will not be provided outside of Canberra.

Please advise the APPF28 Secretariat of arrival and departure details as soon as possible so that transport can be arranged. Any change in arrival or departure times should be immediately advised to appf@aph.gov.au.

Meeting days

Transport will be provided between the recommended accommodation (Doma Hotels and Rydges Capital Hill) and Parliament House each day, and the official dinners on Monday and Wednesday.

Tour day

Luxury coaches will be provided for all delegates for the tour day on Thursday, 16 January 2020.



Forum information

All official documents will be written in English. Delegates are encouraged to bring a device such as a tablet or laptop as official documents, program updates and meeting news will be made available on the website. Working documents during the meeting will be available on the [website](#) under downloads/working documents.

Any delegate wishing to distribute documents at the meeting should contact the [host secretariat](#).

Meeting rooms

All official meetings will be held at Australian Parliament House in the rooms as detailed below.

The host secretariat will be located in Committee Room 2R1.

Room	Meeting/event
Great Hall	Women Parliamentarians meeting
TBC	Executive Committee meeting
Great Hall	Plenary sessions
Committee Rooms	Working groups
Committee Rooms	Bilateral meetings
TBC	Meetings of advisors, secretariats and assistants to all Delegations

Side meetings

Rooms will be available for side meetings between delegations. These can be booked with the host secretariat prior to the meeting, or at the information desk in the Members Hall during the meeting. If you need assistance making contact with other delegations, please contact the [APPF28 Secretariat](#).

Accompanying persons program

The APPF28 program includes daily tours and experiences for partners/spouses of APPF28 delegates, or other people accompanying a delegation. The program has been designed to give accompanying persons the opportunity to visit and experience a range of attractions and activities in Canberra. They will also be able to join conference delegates for official functions, and the Canberra Region Tour day on Thursday, 16 January 2020.



An outline of the accompanying persons program is below:

Date	Activity
Monday 13th January	<p>Parliament House Welcome, Orientation and Morning tea, together with APPF28 Delegates</p> <p>APPF28 Official Opening Ceremony, Great Hall, Australian Parliament House</p> <p>Lunch with APPF28 Delegates</p> <p>‘Experiences of Australian Parliament House’ – guided tours, including behind-the-scenes access, looking at Indigenous Experiences of Parliament House (Yerribee tour), and Art and Design of Australia’s Parliament House</p> <p>Evening – APPF28 Welcome Dinner, Mural Hall, Australian Parliament House.</p>
Tuesday 14th January	<p>Guided tours of the Australian National Botanical Gardens – choose a walking or electric bus tour, experience Australia’s diverse and unique native flora in the National Botanical Gardens – including rainforest, Red Centre desert, and gum trees. Enjoy a break for morning tea at the Brittle Gum lawn before visiting the ANBG Botanical Bookshop on the way out.</p> <p>Visit to the National Arboretum – featuring 94 forests of rare, endangered and symbolic trees from around Australia and the world. The National Arboretum Village Centre features views across the Canberra region and participants will enjoy lunch at The Conservatorium restaurant. Return to hotels or to Canberra Centre (shopping in Canberra city).</p>
Wednesday 15th January	<p>Private guided tour at the National Museum of Australia, followed by lunch at the restaurant, overlooking Lake Burley Griffin.</p>
Thursday 16th January	<p>Together with APPF28 delegates, choose one of the following morning tours:</p> <p>Ranger Guided tour at Tidbinbilla Nature Reserve</p> <p>MV Southern Cross Cruise on Lake Burley Griffin</p> <p>Canberra Sightseeing tour (bus) – Kangaroo spotting, Diplomatic Missions, visit the National Capital Exhibition and Mt Ainslie Lookout</p> <p>Australian War Memorial visit and guided tour</p> <p>Gold Creek Station – All delegates and accompanying persons will meet at Gold Creek Station (a traditional working sheep station, just 20 minutes from Canberra city) for an informal and relaxed lunch and afternoon of entertainment and networking.</p>

Other useful information

Canberra

Canberra is the capital city of Australia. It is Australia's largest inland city and the eighth largest city overall. It is located 280km southwest of Sydney and 660km northeast of Melbourne.

Climate

January in Canberra is the summer season with an average temperature of 27-30C, although it can be very hot, reaching 40C, at times. It is strongly advised to bring sunscreen and hats.

Religion

Australia is a secular country that does not have an official religion. A quiet room for prayer will be available for the use of delegates in Parliament House. Canberra has Buddhist, Christian (multi-denominational), Jewish and Islamic centres of worship. Hotels will be able to advise service times.

Language

English is the official language of Australia.

Currency

The Australian currency is the Australian Dollar. Notes come in denominations of \$5, \$10, \$20, \$50 and \$100 and coins in 5, 10, 20 and 50 cents and one and two dollar denominations. No other currencies can be used. Currency exchange is available at the Canberra Airport, and in Canberra City Centre. There are a number of banks within the Manuka shopping precinct, close to Parliament House and the recommended accommodation options.

Major credit cards are accepted at hotels and shops. ATMs are widely available, including in Parliament House.

Time

Canberra's time zone in January is Australian Eastern Daylight Saving Time: GMT +11.

Internet

Wifi is available in Parliament House. All recommended hotels include free Wifi access for guests.

Electricity and water supply

Australia operates plug type I on a 230 supply voltage and the standard frequency is 50 Hz.

Tap water is safe to drink in Australia. In order to reduce plastic waste, APPF28 will offer water in glasses and jugs, not single use bottles.



Accessibility

Australian Parliament House is fully accessible by wheelchair. Please note that Parliament House has a variety of floor coverings, including polished stone and wood, and high pile carpets.

Parliament House is a large building, and some walking between meeting rooms is required. Delegates with accessibility requirements can be supported with mobility scooters. Delegates with accessibility concerns are encouraged to liaise with the Australian APPF28 Secretariat to discuss requirements.

Smoking

Smoking is banned in all public spaces in Canberra, including all public buildings, outdoor eating and drinking areas, taxis and busses.

Smoking is banned inside Parliament House. Designated courtyard smoking areas are marked on the maps provided.

Smoking is not allowed in hotel rooms, fines apply.



Medical Assistance

First aid will be available to delegates at Parliament House. In the case of a medical emergency, an ambulance will be called. All charges incurred will be the responsibility of the delegate. Should you require medical attention while at your hotel, contact the hotel reception desk for assistance.





Notes