

**The 17th General Meeting of the
Pacific Economic Cooperation Council**

Managing the Challenges of Growth



DELEGATE'S GUIDELINES

PECC Standing Committee Meeting

Sunday 29 April – Monday 30 April & Wednesday 2 May 2007

PECC XVII General Meeting

Monday 31 April – Wednesday 2 May 2007

Sheraton on the Park Hotel, 161 Elizabeth Street, Sydney

Venue

The Sheraton on the Park Hotel

The 17th PECC General Meeting will be held at the Sheraton on the Park Hotel, Sydney Australia.

The Sheraton on the Park is located at 161 Elizabeth Street, directly opposite Hyde Park in the heart of the Sydney CBD.

The hotel telephone number is +61 2 9286 6000 (when reserving accommodation quote "PECC").

Meeting Facilities

Meeting and Function Rooms

The Sheraton on the Park has a dedicated conference floor on level 2 of the hotel. All main meetings and functions will be held on this level, except for the Standing Committee Welcome Reception on Sunday 29 April which will be held in 'The Gallery' on the Ground Floor of the Hotel.

Facilities

The following facilities will be provided specifically for PECC delegates on Level 2 of the hotel:

Registration Desk

The *Registration Desk* will open from 1.00pm on Sunday 29 April and remain open until the conclusion of the meeting on Wednesday 2 May. Participants should visit the registration desk on arrival to collect their identity pass and conference material.

The Registration Desk will also serve as an Information Desk and message centre for PECC delegates.

Delegates Room

The *Delegates Room* will have 5 computers with internet and printing facilities for delegates to use throughout the conference.

In addition, two work stations with internet access will also be available for delegates wishing to use their own laptop. Laptop facilities provided by the Hotel are available in guest-rooms.

For any other secretarial services check with the Conference Secretariat located on Level 2 adjacent to the Delegates Room or the Hotel.

The Sheraton on the Park offers a number of additional facilities for guests including Tour Desk, Executive Lounge, Secretarial Assistance, and Health Club.

Car Parking

For any delegates using private cars, undercover parking is available for day and overnight use at a special rate of \$30.00 per vehicle, per day, for PECC delegates who self-park. Valet assisted parking is also available on arrival for \$40.00 per vehicle per day. Parking is subject to availability.

Accommodation

Please reserve your hotel accommodation early as May is particularly busy in Sydney.

The PECC XVII registration form provides details for reserving at the **Sheraton on the Park Hotel**.

Other hotels within easy walking proximity to the Sheraton on the Park Hotel conference venue include:

★★★★★

The Avillion Hotel (5 minutes)

389 Pitt Street, Sydney, Tel +61 2 8268 1888 www.avillionsydney.com

★★★★½

Four Points by Sheraton (12 minutes)

161 Sussex Street, Sydney, Tel +61 2 9290 4000 www.starwoodhotels.com/fourpoints

★★★★

Hyde Park Inn (5 minutes)

271 Elizabeth Street, Sydney, Tel +61 2 9264 6001 www.hydeparkinn.com.au

★★★½

Park Regis Hotel (5 minutes)

27 Park Street, Sydney, Tel +61 2 9267 6511, www.leisureinnhotels.com.au

Further hotel suggestions are available from AUSPECC Secretariat.

Arriving in Sydney

Sydney Airport

All international flights depart and arrive from the 'T1' International Terminal at Sydney Airport. The airport is approximately 25 minutes by taxi to the City Centre.

Further information about Sydney airport and arrival procedures can be found at www.sydneyairport.com.au

Visa

All travelers arriving in Australia must carry a valid passport. Visitors who are not an Australian citizen also require a visa or authority to enter Australia. This visa/authority must be obtained before traveling to Australia. Special provisions apply to New Zealand citizens and to people eligible to transit Australia without a visa.

For more information delegates are advised to check with their nearest Australian diplomatic or consular office well in advance of departure.

Further information is also available from the Australian Government Department of Immigration and Citizenship at <http://www.immi.gov.au>.

Please contact the PECC XVII Conference Secretariat if you require a letter of invitation to support your visa application (see contact details below).

Hotel Transfer

There several ways to transfer from Sydney Airport to your hotel.

Sheraton on the Park Hotel guests

The Sheraton on the Park can arrange a transfer to the hotel for guests by shuttle bus or limousine. To enquire about this service and make a reservation, please email concierge.00140@sheraton.com. Indicatively, a shuttle bus transfer costs AUD\$15 per person.

Shuttle Bus

Shuttle buses servicing a number of hotels can also be arranged by visiting the Tourism New South Wales information desk located on the Arrivals Level at the T1 International Terminal on arrival in Sydney.

Taxis

A supervised taxi rank operates immediately outside T1 International Terminal on the arrivals level. A taxi fare into the City CBD is approximately AUD\$30.

Train - AirportLink

A rail station is located at the northern end of the international terminal and is accessible from the arrivals level. Trains run approximately every ten minutes and the journey into the city takes 13 minutes. The station nearest the Sheraton on the Park Hotel is 'St James'.

General Information

Climate

Sydney is in the southern temperate zone and does not suffer extremes of cold or heat. Seasons in Australia are the reverse of North America and Europe.

The PECC General Meeting will be held during autumn when maximum temperatures average around 20 degrees Celsius (68 F) and minimum temperatures around 11 degrees Celsius (52 F).

Currency and Banking

The Australian currency is the Australian Dollar (AUD\$) which is a decimal currency with units in dollars and cents. However, one and two cent coins are not used and cash prices rounded to the nearest five cents. For current exchange rates, please refer to www.iccfx.com.

Major foreign currencies and travelers cheques are exchangeable at most hotels, banks and credit unions. Banking hours are 09:30-16:00 Monday to Thursday and 09:30 to 17:00 on Friday.

Major credit cards and international banking cards (Visa, Mastercard, American Express, Diners Club, Maestro and Cirrus) are widely accepted. Automatic Teller Machines (ATMs) which accept international cards are widely available and operate 24 hours.

Time Zone

In May the local Sydney time is 10 hours ahead of GMT (with no daylight savings time).

Electricity

The standard electricity supply in Australia is AC 240 volts, 50 cycle. The standard plug is a three prong type. For an example of this plug, refer to the following website:

<http://users.pandora.be/worldstandards/electricity.htm#plugs>

Drinking Water

Tap water is safe to drink. Bottled water is also available from retail and food and drink outlets.

Tipping

Tipping is not expected in Australia. However, if you receive good service, particularly in a restaurant, a tip is always appreciated.

Smoking

Smoking is not permitted in fully enclosed public spaces, including restaurants and bars. Smoking is also banned on some of Sydney's beaches including Bondi Beach & Manly Beach.

Further Information & Enquiries

Please contact:

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AUSPECC Secretariat

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