

Dear

With the ConVR Conference 2018 fast approaching, here is some key information you'll need to know

VENUE & TIMINGS

The 2018 ConVR Conference will take place at the following location:

Science Centre, Buildings 301 and 302
23 Symonds Street
City Campus University of Auckland
1010, Auckland
New Zealand

Conference timings are as follows:

Day 1 - Wednesday, November 21

5:00pm - 6:00pm Pre-Conference Registration & Welcome Function

Day 2 - Thursday, November 22

8:00am Registration open

9:00am - 5:00pm Conference

Day 3 - Friday, November 23

8:00am Registration open

9:00am - 3:45pm Conference

REGISTRATION

Pre-conference Registration will be open from 5:00pm-6:00pm on Wednesday, November 21, during the welcome function in the Level 0 Foyer of the Science Centre

Registration will also open each day at 8:00am in the Level 0 Foyer of the Science Centre

Please ensure you arrive as close to 8:00am as possible so that you have sufficient time to register prior to the first plenary session starting promptly at 9:00am

At registration, you will need to collect the following:

Your name tag	Please note that if you are attending the dinner function at Gracehill Vineyard, this will also serve as your ticket for both the bus transportation and the dinner, so please also bring this along on the night
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Your USB stick	The USB flash drive has a copy of the conference proceedings, the programme and all general conference information. This is instead of a delegate handbook
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PROGRAMME

A copy of the full programme can be found on each delegate USB stick, on a display board at the registration desk, as well as on the website here

Some printed copies of the programme will also be available at the registration desk

PRESENTATION OF PAPERS

For any delegates presenting a paper:

- A windows laptop will be provided in each room for the presenter to use
- Please bring your presentation on a USB stick
- Please arrive at least 10 minutes prior to your presentation so our assistant can have them loaded before your talk
- A session assistant will be sitting in the front row next to the lectern for each session - they are here to help you with your presentation or AV needs-Their name tag says "HELPER"
- Please tell your session assistant if you would prefer a lapel or lectern mic and they will assist you as required
- Please give the session assistant your USB stick with presentation to load
- Please bring your own clicker/pointer if you want to walk around while presenting
- If you would prefer to use your own laptop, please ensure you have any cables to connect it to the projector eg-VGA/HDMI. We have no dongle connections for MAC laptops

POSTERS

Posters will be displayed and presented during meal breaks.

If presenting a poster, please ensure your poster has been put up in the Foyer of the Science Centre on the posterboards from **Thursday November 22 at 9am**.

Come to the registration desk for any assistance with displaying posters

CATERING

Morning tea, lunch and afternoon tea will be provided on Thursday November 22, and Friday November 23.

All catering will be served in the Level 0 Foyer of the Science Centre Building

The conference menu has been created to cater to Vegetarian, Gluten Free, some Dairy Free and some Egg Free

Each buffet item will have a card on the front stating what dietaries it can cover

For any special requirements (allergies) special meals will be prepared – please make yourselves known to the Flame Tree Buffet staff and they will go out back to get your meal for you

Water will be provided during catering breaks, and there are water fountains available in the conference venue for delegates to use between breaks. We recommend you bring along a refillable water bottle for this purpose

For those who have registered to attend the Conference Dinner, here is the key information:

Conference Dinner - Thursday, November 22

Venue: Gracehill Vineyard Estate: <https://www.gracehill.co.nz/>
34 Pomona Road,
Kumeu RD1
Auckland

Conference Dinner Order of Events

6:20pm: Meet at registration desk Science Foyer to be taken to bus

6:30pm: Bus departs sharp to take all guests to Gracehill Vineyard

7:00pm: Arrive at vineyard/drinks/nibbles/outdoor games

7:30pm: Buffet dinner served

8:45pm: Dessert served

9:30pm: Bus departs for Science Centre University of Auckland (same as pick up location)

Please note that your name tag/lanyard will serve as your ticket - please bring this along

Gracehill is located approx half hour drive from the University. A bus has been booked to transport all delegates together from the University of Auckland to the venue and return

Dress code is Smart Casual

WI-FI

Wireless internet access is available for all delegates to use.

Please choose UoA-Guest-WiFi. Once you choose the network please wait for the portal page to open then you will be able to enter the credentials below:

Select the wireless: UoA-Guest-WiFi

Enter the username: free@wifi.com

Enter the password: kwNsFxB

Wish you safe travels to Auckland and we look forward to meeting soon!

Cheerio

Sarah