



## ADDRESS TO THE APS INFORMATION SHEET

Date: Wednesday 20<sup>th</sup> April 2016  
Location: The Great Hall, Parliament House  
Arrival Time: 7:30am to 8:30am (dependent upon arrival wave, see below)  
Doors close: 8:50am – no entry after this time

### Event Tickets

An event ticket has been issued for each attendee, which details:

- Name;
- Organisation;
- Arrival time; and
- Contact Officer (where applicable).

For large organisations including all departments, tickets will be provided to the nominated contact officer before COB on Monday 18<sup>th</sup> April. It is the responsibility of the organisation to distribute the tickets internally to attendees.

For small organisations or individual members, ticket collection can be made from the IPAA office during business hours on 18<sup>th</sup> or 19<sup>th</sup> April, or on Wednesday morning at the entry to the Great Hall.

### Ticket Requirements

Tickets must be kept with attendees at all times and will be required for entry to the event. Parliament House security may request an attendee to produce their ticket.

### Arrival Waves

Due to the large number of people attending the event, an arrival time has been allocated to each attendee. We ask that attendees arrive at the public entrance to Parliament House at the arrival time noted on their ticket. Arrival waves are important to ensure everyone is able to clear Parliament House security in a timely manner.

Attendees will commence arriving from 7:30am with the last arrival wave at 8:30am. All attendees should have cleared security by 8:40am.

### Event Start Time

The doors to the Great Hall will close at 8:50am with no access provided after this time. The event will commence at 8:55am and will conclude by 10:00am.

### Parliamentary Passes

Attendees who have a current Parliamentary Pass are able to enter Parliament House through entrances other than the public entrance. If an attendee does have a pass, we strongly encourage them to enter through an alternative entry point, to reduce the congestion at the main entrance. We recommend that attendees using a pass still arrive close to their allocated arrival time to avoid congestion at other screening points.

## **Security Requirements**

Security screening at Parliament House has been increased and is similar to domestic airport screening. To ensure smooth passage through security, please minimise personal items brought to the event, including large electronic items such as laptops. Where possible, we suggest that attendees do not bring bags or other items that will slow the screening process.

## **Seating**

Seating for this event is not allocated. Guests will be seated as they arrive and we encourage people to fill the room from the front and follow the advice of ushers.

Reserved VIP seating will be provided for Secretaries and select agency heads only, along with select IPAA representatives. This will be clearly identified on their ticket.

## **Parking**

IPAA strongly advises against driving to this event as parking under Parliament House will be difficult. Wednesday 20<sup>th</sup> April is a sitting day for both houses, meaning carparks are likely to be at capacity.

Please plan alternative transport such as a taxi, or park at other locations in close proximity to Parliament House. Car parking near The Treasury and the National Archives of Australia will likely have some capacity for those arriving sufficiently early.

## **Bus Parking**

In the event that an organisation elects to hire a small bus to transport people to the event, we encourage the buses to drop off at the bus parking area at the top of Federation Mall. Bus operators should be aware of this location.

While there is a minibus drop-off location under the building, this may be congested.

## **Disability and Access**

If an attendee has a disability requiring special access, please let the IPAA office know. We note that all attendees must pass through security screening.

Hearing loop facilities are available in the Great Hall.

## **Coffee and Refreshments**

The Queens Terrace Café coffee shop at Parliament House will open early at 8:00am to assist with catering for this event, including access to the Queens Terrace area.

There will also be some tea and coffee provided in the Great Hall, although there is limited capacity due to the space constraints in the Great Hall.

There is Wi-Fi access available at no cost in the Great Hall.

## **Web Streaming**

The address will be livestreamed over the Internet from <http://stagingconnections.org/ipaapm>

We encourage organisations to test the link prior to the event, to ensure the test stream is visible from within their ICT environments. Many departments block video streaming from external sources, which may require an exemption to cater for this event.

A video of the event will be available afterwards at <http://www.act.ipaa.org.au/pm-address>

## **Twitter**

We will be using #ipaapm for this event and encourage people to get involved in the discussion!