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On behalf of David Powell, and the NZ Organising Committee we issue an early welcome to the AMSANZ ASAM 2009 conference.

Leishman Associates have acted as the conference managers for this conference, however we will not be attending the conference. Anne Fleming, ASAM Secretariat will be the contact in Vanuatu. Please direct all enquiries to Anne.

We wish you Bon Voyage, a safe journey and a memorable conference. *Paula Leishman*

AIRPORT TRANSFERS

We have been advised by the Le Lagon hotel that they can arrange transfers for guests staying at the hotel.

The cost is \$30 per person for a return trip. If you'd like to organise a transfer, please send by return email your flight number, name and arrival time. We will pass these onto the hotel and they will be at Port Vila Airport to pick you up. The cost can be charged to your hotel bill, or alternatively you can pay for the transfer at the point of delivery. If you don't wish to pre-arrange the transfer, taxis are available at the airport.

ACCOMMODATION

If you have booked your accommodation through Leishman Associates, we have provided your credit card details to Le Lagon, and when you check out you will be responsible for payment of the entire hotel bill. Please find attached a reconfirmation of your booking. We encourage you to double-check the dates are as they should be. If there are any problems, please contact Teal on (03) 6234 7844.

REGISTRATION

The conference officially begins at 3pm on Wednesday 26th August, with the opening of registration. Anne Fleming will be available at that time. Please check with the hotel for the location of the registration desk.

Registration will be open from 3pm to 6pm on Wednesday. At registration you will receive your conference satchel, name badge and conference program.

PARTNER REGISTRATIONS

If you have selected a partner registration, you will receive a satchel and name badge when you register. Your registration entitles you to attend the Welcome Reception and Conference Dinner.

DELEGATE LIST

We have attached a copy of the delegate list together with accompanying partner names. We will not be distributing the delegate list at the conference.

IF YOU ARE PRESENTING AT THE CONFERENCE

We have organised for an audio visual technician to be available for all the conference sessions. It would be helpful if all presenters could pre-load their presentations at least 4 hours before they are due to present. This will ensure that any difficulties can be sorted out.

SOCIAL ACTIVITIES

The first social activity is the **Welcome Reception, being held at the Starfish Fountain from 1830 to 2030** on Wednesday night.

Dress is cool and casual.

The Welcome Reception is proudly sponsored by CASA. We thank them for their continued support.



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ASAM 60th Celebration & Conference Dinner is being held on Saturday from 1900

The theme for the conference dinner is "bring your own bling". So make sure your sparkle matches that of the sparkling waters of Vanuatu.

Dress: Your choice. The dinner will be held on the beach - so shoes will be optional! Remember your bling to celebrate 60 years of ASAM.



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The Conference Dinner is proudly sponsored by ATSB. We thank them for their continued support.

OPTIONAL DINNER

There is one optional function. If you've booked and paid for this function, we have made a reservation for you at the Lagoon Terrace Restaurant. Your payment for food only has been passed onto the hotel.

DIETARY REQUESTS

If you've notified us of a dietary request - then this has been passed onto the hotel. It is suggested that you advise the hotel staff of your request so that special meals may be provided.

BREAKFAST

Breakfast is included in the accommodation rate. Please check with the hotel when you arrive for further details.

ASAM ANNUAL GENERAL MEETING

Saturday 29 August 1530

All members are welcome to attend. Please see ASAM Secretariat Anne Fleming for further details.

SPONSORS

The conference is fortunate to have two long-term sponsors of the AMSANZ and ASAM Conferences. Our thanks go to the Australian Transport Safety Bureau and representative Dr Richard Batt and the Civil Aviation Safety Authority and representative Dr Pooshan Navathe for their continued support.

To all delegates - please take the time to thank both representatives for their continued support. Their financial support ensures that registration fees remain affordable.



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HAVE A GREAT TIME

We know you'll have a great time at the conference. If there is anything that we can do to assist you before you depart Australia, please don't hesitate to contact us on 03 6234 7844.

Paula Leishman
Leishman Associates
Managing Director

Conference & Event Managers
www.leishman-associates.com.au