

DELEGATE INFORMATION SHEET

The 2023 Asia-Pacific Solar Research Conference Organising Committee welcomes your participation in this conference. The following information will help to get the most out of your attendance.

DATES & VENUE

Dates: Tuesday 5th December – Thursday 7th December 2023

Venue: RMIT University, Building 80, 445 Swanston Street, Melbourne

<https://www.rmit.edu.au/maps>

LOCATIONS OF CONFERENCE SESSIONS

All conference sessions are located on Levels 2 and 3 of the venue.

Morning and Afternoon Teas, and Lunch are on Level 4.

CONFERENCE PROGRAM

The latest program is available on the conference website: <http://apvi.org.au/solar-research-conference/>

Note: *The program is subject to change without notice at the discretion of the Organising Committee.*

REGISTRATION DESK

The registration desk will be open for the duration of the conference and will serve as your main point of contact for all conference-related enquiries. The registration desk may be contacted throughout the conference on mobile phone 0422 264 988. The registration desk will be open at the following times:

Tuesday 5 th December	7.45am – 5.30pm
Wednesday 6 th December	8.00am – 5.30pm
Thursday 7 th December	8.00am – 6.30pm

All participants must visit the registration desk upon arrival and before gaining access to the conference. Please ensure you collect your name badge from the registration desk.

The conference will begin promptly at 8.45am on Tuesday 5th December with a “Welcome to Country” ceremony.

CATERING & DIETARY REQUIREMENTS

Daily catering (arrival coffee/tea, morning tea, lunch, afternoon tea), will be held on Level 4.

The entire conference will be catered as “vegetarian”. Please advise the Conference Secretariat of any other specific dietary requirements if you have not already done so through the online registration process.

Contact email: conf@apvi.org.au

NAME CHANGES OR CANCELLATION

If you have any name changes or need to transfer a registration to another person, please advise the conference secretariat immediately via email: conf@apvi.org.au If you cancel now you will no longer receive a refund.

Name Badges must always be worn during the conference.

WIFI ACCESS

Instructions

1. RMIT–Guest will appear in the Wi Fi settings of the conference visitor’s device.
2. Once this network is selected, you will be directed to a web page.
3. As a Guest, then enter Event Code - **WIFI Conference Code: 391818**
4. Please complete your details (name, email address and contact number), then Accept the Terms of Use

PRESENTERS

Oral Presenters: Please bring your presentations on a USB to the registration desk when you arrive. Please advise the conference organisers if you agree to make it publicly available on the APSRC website.

Poster Presenters: Please bring your posters to the registration desk when you arrive.

POSTER PRESENTATION INSTRUCTIONS

- Dimensions for posters are available on the conference webpage
- Posters can be delivered to the registration desk upon arrival at the Conference – on Tuesday 5th December.
- Each Poster should be clearly labelled as follows: **Primary Author's Name and Stream**
- All posters will be "pinned" up on the display boards.
- Conference Posters may be collected on Thursday at the close of the conference, from the registration desk.
- Poster Authors are required to accompany their displayed work during each Poster session on Wednesday 6th and Thursday, 7th December on Level 3.

CONFERENCE PRESENTATIONS

The conference oral presentations will be made available online to delegates soon after the conference.

OFFICIAL CONFERENCE PROCEEDINGS

The Official 2023 Proceedings comprised of the Peer-Review Extended Abstracts will be made available online.

CONFERENCE DINNER

The Official Conference Dinner details are:

Date: Wednesday 6th December

Time: Dinner - 6.00 – 9.00pm

Venue: Supper Room, Melbourne Town Hall, Swanston Street

The entrance to Supper Room is via the main Swanston St entrance and the venue is on Level 3. There are three steps from street level leading to the portico and the entrance to the venue is via a doorway on the right-hand side (when facing the main steps). Once inside the doorway, three more steps lead to a large marble staircase and then it takes three flights of stairs to reach the Supper Room

Directions to Melbourne Town Hall

1. Walk down Swanston Street towards Federation Square.
2. Use the Free Tram service.
Any tram at the stop outside the State Library on Swanston St near the corner of La Trobe St
Get off at Tram Stop 8, just past Collins St.

NOTE: In order to secure your place at the dinner, you **must** get your name ticked off and collect a dinner sticker at the registration desk on Tuesday and Wednesday lunchtime.

APVI AGM

The 2023AGM will be held from 5.00pm – 5.30pm, Tuesday 5th December, Level 3 Room 011 of the venue. Please contact conf@apvi.org.au for further information.

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