

Executive PA Reader Event – 2 September 2009

Schedule:

1:30 – 2pm	Event registration at The Dome foyer
2.15 – 3pm	Welcome and Session 1
3.05 – 3.50pm	Session 2
3:50 – 4:20	Coffee Break
4.20 – 5.05pm	Session 3
5.10 – 5.55pm	Session 4
6 – 8 pm	Networking drinks and canapés

All sessions will run for 45 minutes and will give you the chance to see the various venues that Sydney Showground has to offer. You'll also have the chance to chat to speakers and Sydney Showground staff during session breaks.

Your sessions will include:

Team Building

Talan Miller, Managing Director, Sabre Corporate Development

Hear about the importance of building a team, especially during tough times and learn how to organise a team building session on a shoe string budget. Understand how to get more out of your team through simple ideas and activities.

Event Management

Jeremy Garling, Managing Director, Great Southern E-vents

Learn from the current National Special Event Organiser of the Year how to stretch your dollar further while delivering creative events. You'll see how events are one of the best ways to communicate directly with your customers, staff and partners.

Audio Visual

Thomas Armati, General Manager (NSW), microhire Sydney

Find out how to evaluate your AV needs, understand AV quotes and bring your event to life with tips on how to save money on your AV requirements without compromising on quality.

Food & Wine Matching

Simon Lomas, Senior Manager Food and Beverage, Sydney Showground

Tim Browne, Executive Chef, Sydney Showground

Sydney Showground Executive Chef Tim Browne and Senior Food and Beverage Manager Simon Lomas share their secrets on how to match great wine to a delicious menu. Providing an interactive session on what works when it comes to selecting food and beverage for your next event.

Getting to the Sydney Showground

By Train

The closest station to Sydney Showground is Sydney Olympic Park train station please check city rail for services. Trains run approximately every 20 minutes.

Tel. 131500

Website: <http://www.cityrail.info/>

By Car:

Parking is easy with 10,000 car parking spaces available at Sydney Olympic Park.

Limited free parking for attendees of the event is located on the concourse of Main Arena, access via Grand Parade, enter through gate 11 from Australia Avenue.

Getting to Parking

View the Sydney Showground site map:

www.sydneyshowground.com.au/visitors/documents/NoLogoSitemap.pdf

View the Sydney Olympic Park precinct map.

www.sydneyshowground.com.au/visitors/documents/SOPAtown_centre_map_2008_jan.pdf

Cost

Further casual parking is also available for \$4 per hour or \$20 per day maximum. Please note certain major events at Sydney Olympic Park incur a flat fee of \$20 for parking. Bring change for coin operated parking machines.

