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## Accommodation and Checking In

- Check-in will vary depending on where you are staying, but is generally from 3pm on Saturday 23 September, unless you're arriving on a different day.
- Vouchers are not required for check-in as your room has been prepaid (unless otherwise organised).
- You will need to present your passports and a credit card for items of personal nature.

## Breakfast

- Breakfast will be available from 6.30 -10.30am at Le Sextant Restaurant for Le Meridien guests each morning.
- Breakfast is by arrangement at other hotels.

## Conference App

- Our event app ME Link is all set up and ready for you to download. It's a great way for you to find out who is coming to Conference and chat with other delegates before we head over.
- Use ME Link to direct message other delegates, post on the live newsfeed, create your own Conference schedule and keep up to date with all things Conference.
- **Please ensure you download the app before you head over to Noumea**, as this is how we will keep you updated with event times and notifications during Conference.

### Get the app

1. Go to the [Apple App Store](#) or [Google Play Store](#) and search for **MENZ Link**
2. Download, then open ME Link App
3. Search: **'Trans-Tasman Conference 2017'** and select it
4. Choose **'Sign In'** in the top right hand corner
5. Accept the Terms and Conditions
6. Enter your email and then your password
7. Make sure you **allow push notifications** to receive all messages, updates and reminders

### If you already have ME Link downloaded:

1. Open ME Link app
2. Click the three bars in the top left corner
3. Choose 'Change Event'
4. Search 'Trans-Tasman Conference 2017' and select it

### Setting up your app

1. Update your profile, bio and social accounts
2. View the 'schedule', and hit 'attending' on the events you don't want to miss
3. Send other delegates and partners a message
4. Check out the live newsfeed, post on it to chat to the Conference group
5. Get social and use #MEconf17 on your Twitter posts so your posts appear in the app newsfeed.

## Conference Registration

- Register in the pre function area at Le Meridien between 1-6pm, Saturday 23 September.
- Make sure you collect your lanyard and delegate bag.
- You'll need to wear your lanyard at ALL times as this will be your ticket to each event.

## Currency

- The local currency is French Pacific Francs.
- We recommend purchasing before you arrive to get better exchange rates.

## Dietary Requirements

- If you have notified us that you have special dietary requirements, these have been passed to the caterers at the various venues.
- Please identify yourself to the catering staff and they will ensure you receive the appropriate meal.

## Keynote speaker update

Due to unforeseen circumstances, Mark Skaife unfortunately won't be able to attend as our keynote speaker. However, his Fox Sports co-host and former full-time Australian V8 Supercar and two-time Bathurst winning driver - Russell Ingall will step into the role. On track, Russell's tough, hard racing attitude has earned him the nickname "The Enforcer". Off track he is an easy going, knowledgeable bloke who is used to talking to the guy on the factory floor, right through to executives from major corporations. We look forward to welcoming Russell in Noumea.

## Activities

### Kids Activities

#### Beach Dig - Sunday 24 September

- On Sunday 24 September we'll be holding a beach dig for the kids from 2.30pm.
- Bring the kids down to dig up some treasure - there are plenty of awesome prizes up for grabs! This will also be a great chance for the kids to get to know one another at the beginning of Conference.

#### FREE Kids Club Night - Monday 25 September from 5.30pm

- Drop the kids off at the Kids Club, being held at Le Meridien on Monday 25 September from 5.30pm – 10.30pm while we head off to the Brew Bar for the evening.
- The Kids Club Night is being run by an authorised child care services company in Noumea - there'll be kids make up, a treasure hunt, games, creative workshops, area for babies, and a reading and singing area. For dinner, the kids will have a buffet with fish and chips, pizzas, burgers, desserts and sweets, with soft drinks.
- **Please advise Tracey Taylor before COB Friday 15 September if your kids will be attending the Kids Club Night at Le Meridien.**

### Partner Activities

- On Tuesday 24 September we have our Noumea in a Nutshell tour for Partners.
- Pick up at the Le Meridien.
- Enjoy the lookout at Ouen Toro over the surrounding bays and islets to get your bearings, on to the morning markets where you can look at the colourful veggies and shop for some locally made handicrafts, a quick stop for shopping down town with your guide who will point out the best shops subject to what you are looking for! Your next stop is a beautiful wine bar in a residential area for some wine and cheese tasting! Transfer back to the hotel.
- **Contact Tracey to secure your place.**

### Optional Activities

- There's plenty to see and do in Noumea. Central Noumea revolves around Place des Cocotiers, a large, shady square with landscaped gardens a couple of blocks in from the waterfront. The main leisure area where locals and tourists hang out lies south of the city centre at Baie des Citrons and Anse Vata, with beaches, restaurants, bars and nightclubs.
- With some free time to spare in your Conference schedule, we recommend you check out the optional activities, to enjoy as much of the island as possible. Download our optional activities brochure: [click here](#).

## Dress Codes

- It's going to be very warm and we want you to be comfortable, so the majority of the time it will just be casual dress.
- For business sessions and social functions in the evening, we suggest smart casual, but it's entirely up to you.

## Program

- For the full Conference programme, [click here](#).
- To learn about our speakers, [click here](#).

## Power Outlets

- Outlets in Noumea are European: Type F. The standard voltage is 220 V and the frequency is 50 Hz.
- Please bring the correct adaptors.

## Travel Documents

- Travel documents will be coming out to you this week.
- Details regarding transfers will be included.
- If you have booked your own flights, you will need to check your transfers.

## Themed Dinner

- This year the themed dinner is being held on Tuesday 24 September at a secret location.
- The theme is all things FRENCH.
- Ideas include French mimes, maids, Napoleon, Pink Panther Inspector Clouseau, Joan of Arc, Jean-Luc Picard, Allo Allo, Eiffel Tower and the Tour de France.

## Data Roaming in New Caledonia

- Please check roaming charges with your mobile provider.
- We understand that data may be included in some Optus packages (be sure to check with your provider to understand your plan).
- Noumea is not included in Telstra overseas packs and is likely to be expensive. Please check with your provider for details.
- Local sim cards can be purchased when you arrive if needed – note this will mean that you have a different phone number.
- We recommend using the free WiFi which is available at Le Meridien as regular mobile calls and texts will be expensive.

## Weather in New Calandonia

- New Caledonia has a beautiful semi-tropical climate. The weather is consistent all year round – expect temperatures from around 22-28 degrees each day.

## Remember to bring - Checklist:

- Travel documents
- Passport - must be valid for at least three months beyond your intended period of stay
- Power adapters – European / Type F. The standard voltage is 220 V and the standard frequency is 50 Hz.
- Sunscreen
- Insect repellents containing 20% Picardin or 35% DEET
- French theme dress up for the themed dinner on Tuesday 26 September
- Local currency - French Pacific Francs
- Download the Conference App onto your phone before you leave Australia

## Things to Advise Tracey ASAP

- If your Kids will be attending the free Kids Club Night on Monday 23 September
- If Partner will be attending the Partner tour on Tuesday 24 September
- Special dietary requirements

## Further Questions

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We look forward to seeing you all in New Caledonia.