

PLANNING FOR CHANGE 2018 – EVENT INFORMATION

Friday July 27, 2018 | The Sydney Boulevard Hotel

The information below has been prepared for Planning for Change 2018 (P4C2018) participants. Please review and feel free to contact the [Policy & Advocacy team](#) if you have any questions or concerns.

Quick links

[> About Planning for Change 2018](#)

[> Maximising your experience](#)

[> Venue](#)

[> Event times](#)

[> Program](#)

[> Getting to the venue](#)

[> Meal arrangements](#)

[> What to bring](#)

[> Travel bookings](#)

[> Accommodation](#)

[> Reimbursements](#)

[> Volunteer reimbursement form](#)

[> Contact details](#)

About Planning for Change 2018

UPDATE: Registrations have now closed. Successful applicants will be advised by the end of May

Planning for Change 2018 (P4C2018) is a one day event that will officially launch our *Saving Life 2019* pre-election campaign. It will bring together around 120 CanAct members and Cancer Council staff from across NSW to plan and then take a lead in delivering the campaign in local communities.

As we head towards the state election next March we're looking for passionate community members to join our CanAct community and campaign with us to ensure the next NSW Government protects the community from tobacco, enhances support for people with lymphoedema, and takes action on childhood obesity by protecting kids from junk food marketing.

And it all starts at P4C2018, where you will:

- Learn about the 3 topics that will feature in our *Saving Life 2019* campaign.
- Develop your leadership skills and relationships with other CanAct leaders.
- Understand the campaign purpose, strategy, tactics and resources.
- Work with others to identify opportunities and develop a local campaign plan.
- Identify your role in implementing the campaign.

Being part of this one day event requires a commitment to join other volunteers from your local community to plan and roll out *Saving Life 2019* between July 2018 and the NSW election in March 2019. This could include organising events, meeting with local MPs, collecting signatures from local supporters, securing local media coverage and promoting the campaign through social media.

This experience will be both exciting and rewarding! You'll be part of a group of similarly committed people from across NSW who'll come together to help ensure the next NSW Government takes action towards a cancer free future.

[Back to top](#)

Maximising your experience

1. Ensure you thoroughly read all event-related information sent by email and action any tasks by the dates provided.
2. Ensure accommodation and/or travel bookings are made by the required dates (refer to the Travel & Accommodation guidelines).
3. Consider making local connections prior to the event. If you don't know anyone else going, contact the [Policy & Advocacy team](#) and we can make an introduction.
4. Ensure you complete the pre-reading activities provided prior to the event.
5. Feel free to contact the [Policy & Advocacy team](#) with any questions or concerns you have. If you are not sure about something, just ask.

[Back to top](#)

Venue

The Sydney Boulevard Hotel
90 William St, Sydney NSW 2011
Phone: 02 9383 7222
Website: www.sydneyboulevard.com.au/en

[Back to top](#)

Event times

We respect your time and personal commitments and we intend to begin and finish on time. We ask that you please be prompt and arrive on time both days to ensure that we do not run over time.

Friday 27 July	
8.00am for 8.15am – 9.15am	MP Liaison networking breakfast (by invitation only – you must be a current MP Liaison volunteer to attend)
8.45am – 9.30am	Registration (includes tea & coffee on arrival)
10.00am – 5.00pm	Planning for Change 2018 – Program/Sessions
5.00pm – 7.00pm	Evening function with entertainment, canapés and spectacular views of Sydney's skyline

**Times are subject to change*

[Back to top](#)

Program

We are currently developing the program for the event, so watch this space! Participants at P4C2018 will leave with a good understanding of the *Saving Life 2019* campaign strategy and tactics, a local plan of action, and ideas on how to make it all happen in your local area. Pre-reading will be sent via email once participants have been confirmed.

[Back to top](#)

Getting to the venue

Public Transport

For most participants, the quickest and most economical way of getting to the venue will be by train. Kings Cross, St James, Museum and Town Hall stations are all within walking distance of The Sydney Boulevard Hotel:

- *From Kings Cross station* – (8 mins) take the Victoria St exit and walk towards William St, then head down William St (towards the city).
- *From Museum station* – (12 mins), take the Liverpool St exit, walk through Hyde Park to William St then head down William St – away from the city).
- *From St James station* – (12 mins), take the Elizabeth St exit, walk through Hyde Park to William St then head down William St – away from the city).
- *Town Hall station* – (12 mins) take the George St exit and walk north towards Park St, walk down Park St which eventually becomes William St at the College St intersection).

Sydney Bus routes 200, 324, 325 (between the city and the Eastern Suburbs) all stop outside the hotel.

For up to date transport information, we recommend you plan your trip using the [Transport Planner](#) website and/or [Google Maps](#).

CCNSW will reimburse costs for bus, train and ferry travel within the Sydney metro and intercity transport network. If you use an Opal card, simply print off your transaction history (via your online account), highlight your journey and provide as your receipt. If you have an Opal single-use ticket, please provide the ticket/receipt for reimbursement. Refer to the [reimbursement](#) section for information on how to claim

Driving and parking

- Secure undercover parking is located beneath The Sydney Boulevard Hotel, with direct elevator access. Parking entrance is via Robinson Street at the back of the hotel.
- As the venue is within walking distance of public transport, it is preferred that participants utilise this where possible to minimise our event costs. However, if you need to drive (because of health reasons, or you are coming from a regional area where driving is more convenient) and therefore require a parking space, we are able to cover the cost of parking at The Sydney Boulevard Hotel. *Parking costs incurred at other parking venues will not be reimbursed.*
- **IMPORTANT!** Please [contact us](#) to book a parking space by no later than Friday 20 July.
- Parking tickets must be validated at The Sydney Boulevard Hotel concierge prior to departure so that the cost can be charged back to CCNSW.
- Because start and finish times of the event are around peak hour, we suggest you factor extra time into your journey to ensure you arrive on time.
- Participants may elect to be reimbursed for the use of a private vehicle under the options below. Refer to the [reimbursement](#) section for information on how to claim:
 1. Please reimburse me at the award rate of 61c per km*
 2. Please reimburse me at the lower rate of 12c per km* (calculated to cover petrol costs only)
 3. Please reimburse me at the lower rate of 24c per km* (calculated as twice the petrol cost, to offset running cost of vehicle)
 4. Please reimburse me for petrol cost as per receipts provided.

[Back to top](#)

Meal arrangements

There will be tea/coffee on arrival (during registration), followed by morning tea, lunch and afternoon tea breaks. Canapés will be provided during the evening function which will go from 5-7pm (a bar will be available if you wish to purchase alcoholic drinks). Note, continuous tea and coffee (outside of break times) will not be available).

For participants staying at the venue or away from home (i.e. with family or a friend) during the event, you are free to make your own dinner arrangements. If you would like assistance to cover costs we can help you with a reimbursement of up to \$50.00 per meal/day (excluding alcohol which we cannot reimburse you for). Refer to [Reimbursements – how to claim](#) for more information.

[The Vard](#) restaurant is located onsite at the Sydney Boulevard Hotel and is open 7am – 10pm Monday to Friday for coffee and dinner. There are also a number of restaurants, bars and cafes located close by the venue in Darlinghurst and the city CBD. We encourage you to consider your dinner plans with fellow participants prior to the event in order to maximise your networking and social time.

IMPORTANT!

- Please ensure that you advise the [Policy & Advocacy team](#) if you have dietary requirements **by no later than 30 June**.
- In order to minimise costs to CCNSW, continuous tea and coffee will not be provided throughout the event and only available during break times. [The Vard](#) restaurant is located at the entrance to the Sydney Boulevard Hotel where you can purchase tea and barista coffee. There are also a number of cafes located close to the venue.

[Back to top](#)

What to bring

We suggest you bring a light jacket or jumper for the conference room as sometimes it can get a little chilly! You will be provided with a pen and small notepad (feel free to bring along a more substantial notebook if required) along with some handouts if relevant to the session content. Please BYO bag to carry these items.

[Back to top](#)

Travel bookings

Travel by plane, intercity bus and intercity train

- As part of the registration process, participants were asked to indicate their travel requirements. Once your place at P4C2018 has been confirmed via email (by end of May), a member of the Policy & Advocacy team will be in contact to make arrangements should bookings be required.
- Travel will be booked by Cancer Council NSW (CCNSW) on behalf of the participant.
- CCNSW will cover the cost of one return economy fare (from your closest nominated airport/departure town), including one item of check-in baggage as per the weight and size guidelines stipulated by the transport company.
- CCNSW will not accept charges for insurance, excess baggage, meals or on-board entertainment (not included in the ticket).
- Changes/cancellations: Should a situation arise requiring a ticket change or cancellation, please contact us immediately to ensure we minimise any fees involved as a result of booking changes.

[Back to top](#)

Reimbursements – how to claim

We value your time and commitment and want to do all we can to remove barriers to your involvement. CCNSW will provide reimbursement for any out of pocket expenses upon production of a receipt and/or ticket and completed [volunteer reimbursement form](#). Unfortunately CCNSW cannot provide reimbursement where no documentation is supplied. Out of pocket expenses include:

- Travel to/from The Sydney Boulevard Hotel using your car or via public transport; and,
- Meal costs if you are staying at venue or away from home (ie with family or a friend) during the event. If you would like assistance to cover costs we can help you with a reimbursement of up to \$50.00 per meal (excluding alcohol which we cannot reimburse you for).
- All claims for reimbursement must be made within 2 months of the cost being incurred.
- All claims will be processed via our accounts department and cannot be provided during event days.
- Overall we ask that you only apply for reimbursement costs that are fair and reasonable for a charity.

[Back to top](#)

Accommodation

As part of the registration process, participants were asked to indicate their accommodation requirements. Once your place at P4C2018 has been confirmed via email (by end of May), a member of our team will be in contact to make arrangements.

- Accommodation will be at The Sydney Boulevard Hotel. Unfortunately CCNSW cannot reimburse you for accommodation at other venues.
- Accommodation will be booked by CCNSW on behalf of the participant.
- At least one night's accommodation (incl. breakfast) will be offered to confirmed participants who reside more than 1 hours' travel time from the venue. Extra accommodation nights can be provided if travel arrangements warrant this.
- If you are able to stay with family or friends we encourage you to do so, in order to minimise our event costs.
- In a further effort to reduce event costs, accommodation is provided on a twin share basis (meaning that it is preferential for participants to share a room with another P4C2018 participant). CCNSW will endeavour to "buddy" participants who are the same gender and age. Please contact the [Policy & Advocacy team](#) if you would like to share a room with a specific person who is attending P4C2018 and we will do our best to accommodate your request based on availability.
- If you have any special circumstances that require a single room, please don't hesitate to contact the [Policy & Advocacy team](#) with your request.
- If you would simply prefer a single room, you can choose to pay a single room supplement of \$120.00/night. A "limited" number of single rooms are available. Please contact the [Policy & Advocacy team](#) to arrange.
- **IMPORTANT! Room incidentals:** Guests will be charged for the cost of any incidentals related to their stay at The Sydney Boulevard Hotel (including but not limited to) room service, phone calls, minibar, restaurant meals and beverages and printing/photocopying. As the guest, you will be liable for these charges and upon check-in will be asked to provide one of the following as security:
 - credit card – a hold of \$1.00 as a pre-authorisation for the duration of the stay.
 - debit card/cash – a hold of \$100.00 per room as a pre-authorisation for the duration of the stay.
- If you do not have a credit card or debit card or have any questions or concerns about this process, please contact our team to discuss.
- Upon check out you'll be asked to pay for any incidentals mentioned above. Please note this is a requirement of the hotel. Any holds placed on cards that are not used, will be released by the hotel on the day of check out. But please allow up to 5 business days for your bank to release the funds.
- A valid photo ID must be presented when checking in.

[Back to top](#)

Cancellations

As a community funded organisation CCNSW has a responsibility to spend its funds wisely. We therefore ask you to ensure, to the best of your ability, that you will be able to attend P4C2018 prior to asking CCNSW to organise travel and/or accommodation on your behalf. If due to an unforeseen circumstance you are later unable to attend P4C2018, we ask that you make CCNSW aware of this immediately to ensure we can obtain a refund where possible and/or reallocate your room to another participant.

If you have a question that has not been covered in the content above, feel free to contact the [Policy & Advocacy team](#) to discuss.

[Back to top](#)

Cancer Council NSW contact details

Logistics (travel, accommodation, venue) and on pre-event and event days (26 & 27 July)

Katie Sheehan: 02 9334 1406 or Peta Dunn: 02 9334 1714

Program

Marion Carroll: 02 9334 1859 or Carolyn Grenville: 02 9334 1855

Email: <mailto:advocacy@nswcc.org.au>

[Back to top](#)