

SPEAKER PREPARATION INFORMATION

DR NEALE O'CONNOR FCPA

CROWN EVENTS & CONFERENCES MELBOURNE

Palladium

8 Whiteman Street

Southbank VIC 3006

MONDAY 13 – FRIDAY 17 OCTOBER 2014

WELCOME

Thank you for your contribution to CPA Congress 2014. We have compiled this guide to assist with the smooth running of your day.

Please contact one of the members of the CPA Congress team below should you have any queries; they will be delighted to assist.

I look forward to welcoming you to CPA Congress 2014.

Kind regards,



Rob Thomason
Executive General Manager - Education
CPA Australia

CPA AUSTRALIA KEY CONTACTS FOR CPA CONGRESS IN MELBOURNE



Angela Waugh

Event Coordinator
E: angela.waugh@cpaaustralia.com.au
M: 0400 075 094



Amelia Gilloway

Event Coordinator
E: amelia.gilloway@cpaaustralia.com.au
M: 0478 319 996



Jodie Hunter

Product Development Executive
E: jodie.hunter@cpaaustralia.com.au
M: 0406 775 169

SESSION INFORMATION

Presenter: Dr Neale O'Connor FCPA

Associate Professor, Hong Kong Baptist University

Chair: Jessica Burdett

Project Manager, CPA Australia

Date: Thursday 16 October 2014

Time: 9.00am - 12.30pm

Session: MC7: What you can learn from APPLE's supplier management approach

Participants: Presenting to **10** delegates

Additional equipment: Tripod for the video camera (small sony video camera – with basic screw base for securing to any tripod). Using BlueTooth connection for sound.

Presentation: PowerPoint presentation and/or technical paper yet to be received, please forward to the Event Coordinator for printing by Thursday 2 October 2014. If you are not providing any material please advise the Event Coordinator as soon as possible.

SESSION INFORMATION

- Presenter:** **Dr Neale O'Connor FCPA**
Associate Professor, Hong Kong Baptist University Kowloon Tong
- Chair:** **Caroline Bancroft**
Manager - QA Program Operations, CPA Australia
- Date:** Thursday 16 October 2014
- Time:** 1.30pm - 5.00pm
- Session:** MC13: China: Contract negotiation and what to do if things go wrong
- Participants:** Presenting to **3** delegates
- Additional equipment:** Tripod for the video camera (small sony video camera – with basic screw base for securing to any tripod). Using BlueTooth connection for sound.
- Presentation:** PowerPoint presentation and/or technical paper yet to be received, please forward to the Event Coordinator for printing by Thursday 2 October 2014. If you are not providing any material please advise the Event Coordinator as soon as possible.

EVENT DETAILS

ON ARRIVAL

Please arrive at least 30 minutes prior to the beginning of your presentation. On arrival please proceed directly to the registration area location on Palladium level of the Crown Events & Conferences Melbourne and introduce yourself to a CPA Australia staff member. You will be escorted to the speakers' preparation room. If you are running late or need to contact us for any reason, please do so on the contact numbers listed on page 2 of this document.

SPEAKERS' PREPARATION ROOM

The preparation room provides a central location for speakers to load, edit and check through their presentation before heading to their specific room. If you have not provided your presentation to CPA Australia prior to the event please remember to bring a copy on a USB with you. This also applies if you have an amended version to your presentation. We highly recommend you bring a copy of your presentation on USB even if receipt has been confirmed.

CPA CONGRESS APP

This year we are delighted to provide an event App "CPA Congress App". This app puts all the session and presenter information in the palm of delegate's hands. We encourage you to download the app at the App store or for android devices, google play, and search for "CPA Congress".

We have uploaded information about you in your App profile. Your user name will be: **nealeo'connor@showgizmo.com**. You then create your own password. You can then complete your profile details, upload a picture, provide LinkedIn, Twitter and Facebook details. If you choose, delegates, sponsors and exhibitors can connect with you. Delegates will be using the app to provide session evaluation where we can provide immediate feedback to you.

PRESENTATIONS ONLINE

In an effort to minimise paper wastage and impact on the environment, CPA Australia will not print materials for this event except for master classes. Your materials will be made available to delegates online. Please note that access to materials will be provided through a secure log-in and is limited to delegates only.

Unless otherwise informed by you in the presenter requirements form, contained within the letter of agreement, all presentations will be made available to our CPA Congress delegates via our My Online Learning website.

If you agree to a summary presentation of your session in lieu of the full PowerPoint presentation please provide this version to the Event Coordinator.

ATTENDING SESSION

If you have not already done so, please email Angela Waugh at angela.waugh@cpaaustralia.com.au with the session/s you wish to attend prior to the conference beginning. This is a one day registration for the day/s you are presenting only.

For a full copy of the program please visit the website cpacongress.com.au

ATTENDING CATERING SESSIONS AND DIETARY REQUIREMENTS

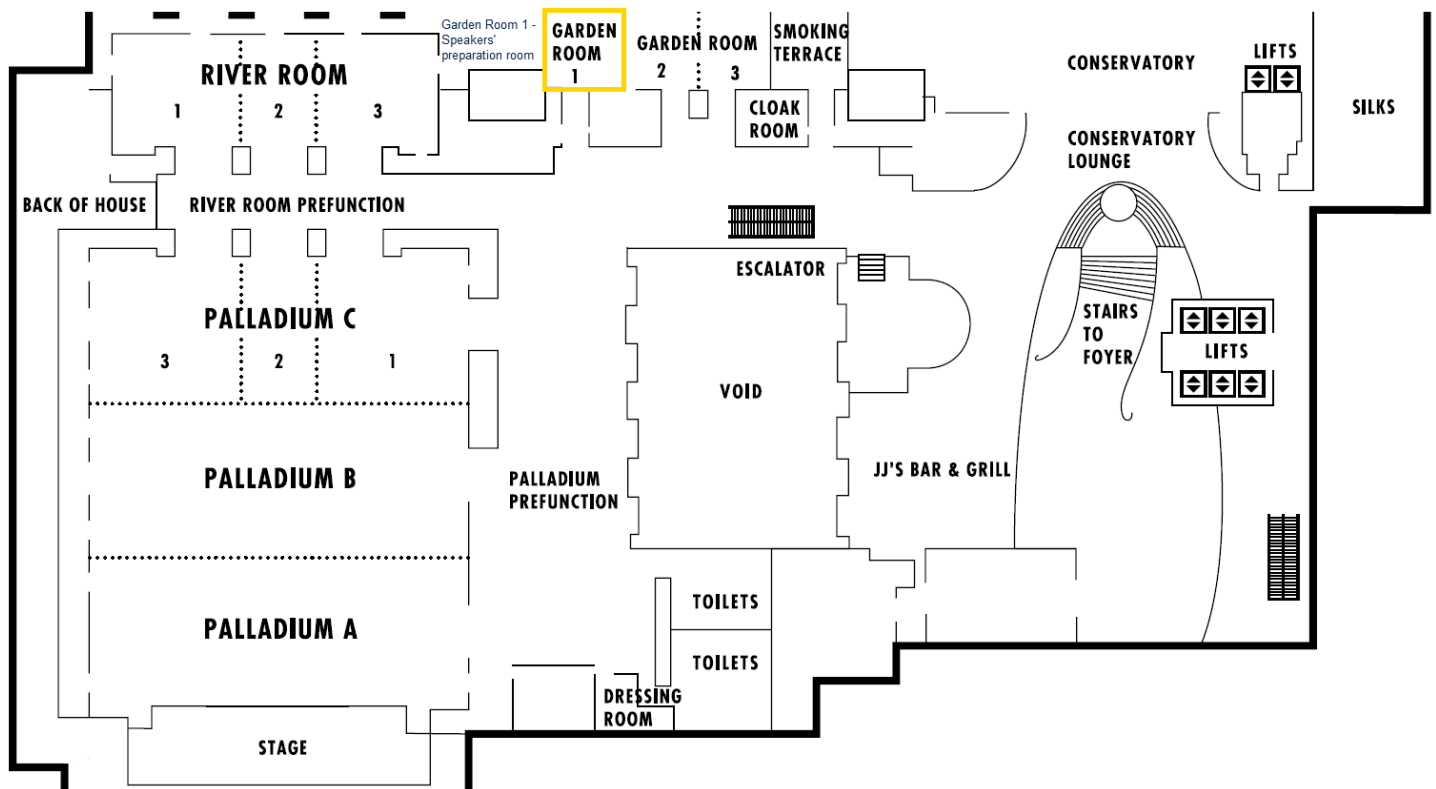
If you intend to stay for any of the catered sessions during CPA Congress please advise Angela Waugh at angela.waugh@cpaaustralia.com.au by Monday 6 October 2014 including any special dietary requirements you may have.

EVENT LOCATION DETAILS

Crown Entertainment Complex is Australia's largest destination venue. The 5.4-hectare site in the heart of the city of Melbourne runs 400 metres along the Yarra River and in one location, guests can enjoy deluxe accommodation and a World of Entertainment.



SPEAKERS' PREPARATION LOCATION



Please note, you can access the escalators from ground level near the Nobu restaurant or turn left at the top of the stairs from the foyer.