

**The International Women Leading Education Conference
31 August - 3 September 2015
Finding And Harnessing The Joy In Our Leadership
From reflections to actions around the globe**

Important Conference Information

Welcome to the 5th International Women Leading Education Conference.

On this sheet you will find important information for ALL conference participants (scholarship recipients and paying attendees). Please take the time to read this carefully so that your visit to New Zealand and your attendance at the conference is a pleasant and enjoyable time.

The New Zealand Climate:

The conference is located at the Gallagher Centre of Performing Arts at the University of Waikato, in Hamilton, New Zealand. Hamilton is approximately 90 mins drive from Auckland International Airport. You will be coming to New Zealand in late Winter/early Spring so please be prepared for cool and variable weather. The average temperature at this time is 17 degrees Celsius during the day and sometimes down to 10 degrees at night. The best way to plan the wardrobe is for a number of fine layers. Merino wool is a good choice. We encourage delegates to wear traditional/indigenous costumes. There is no expected dress code at the conference, it is important to us that you are comfortable, relaxed and warm.

Arriving into New Zealand:

Because we have a strong agricultural and horticultural economy we have strict customs and border controls in place for visitors to New Zealand. There are a number of limitations (for example, you are not able to bring in fresh fruit). Please take note of the arrival information given to you by your airline and by customs and if you are unsure about anything, it is best to declare these items and seek advice. There are large fines for people who do not declare banned items.

Airport Transfers:

Transfer shuttles are to be booked by you, as you will know when your flight arrives. You need to email Neil Shaw, Managing Director, Minibus Express to arrange this. Please let him know you are part of the WLE conference group. His details are below. If you are a scholarship recipient – this will be paid on your behalf and the company will have a record of your name. If you are not a scholarship recipient – you will pay by cash or credit card (\$75NZD max – cost reduces as more people travel together).

Phone: 0800 646 428
+64-7-8563191
Fax: +64-7-8563192
Neil's Mobile: +64-274575106
A/Hrs Mobile: +64-21685099
E-mail: info@minibus.co.nz Website: www.minibus.co.nz

Cultural Day 31 August 2015 – Destination - Rotorua:

For the cultural day we head over to Rotorua – the thermal wonderland of the North Island of New Zealand. For this day trip, please wear comfortable, warm clothes; sturdy shoes for walking and it may pay to bring a rain jacket depending on the weather. Cameras, money for souvenirs, swimming costume/towel if you wish to swim in the world-renowned thermal hot pools. You will be provided with a drink bottle in your conference bag for registration. Fill this with water and bring this with you on the day.

Outline of the Day:

8.45 am	Gather in Novotel reception foyer
9.00 am	Bus to depart from Novotel and travel to Rotorua Travel time – (via State Highway 39) - 1 hour 30mins
10.30 am	Arrive at Te Puia, morning tea, group registration and organisation
11.00 am	Guided Tour commences (includes steam box lunch and weaving workshop)
1.00 pm	Tour concludes
1.15 pm	Whakarewarewa Park Walk
2.30 pm	Hot Pools/Museum/afternoon tea (1 hour) Back to hotel approx 5.00 pm

Accommodation:

The two hotels recommended on the website are opposite each other and there is only about a 50 metre walk between them. If you are a scholarship recipient – your accommodation will be booked and paid for at the *Ibis Hotel* by the conference committee. This booking entitles you to breakfast each day and wifi access. All other delegates – you will need to book your own accommodation at either hotel. A free bus will depart from the Novotel each morning to take delegates to the conference. If you wish to use this bus, there is no charge, however, you must be on time as a roll is not called, and the bus will leave promptly and on time each morning. It will also return back to the Novotel at the end of the day as per the programme details.

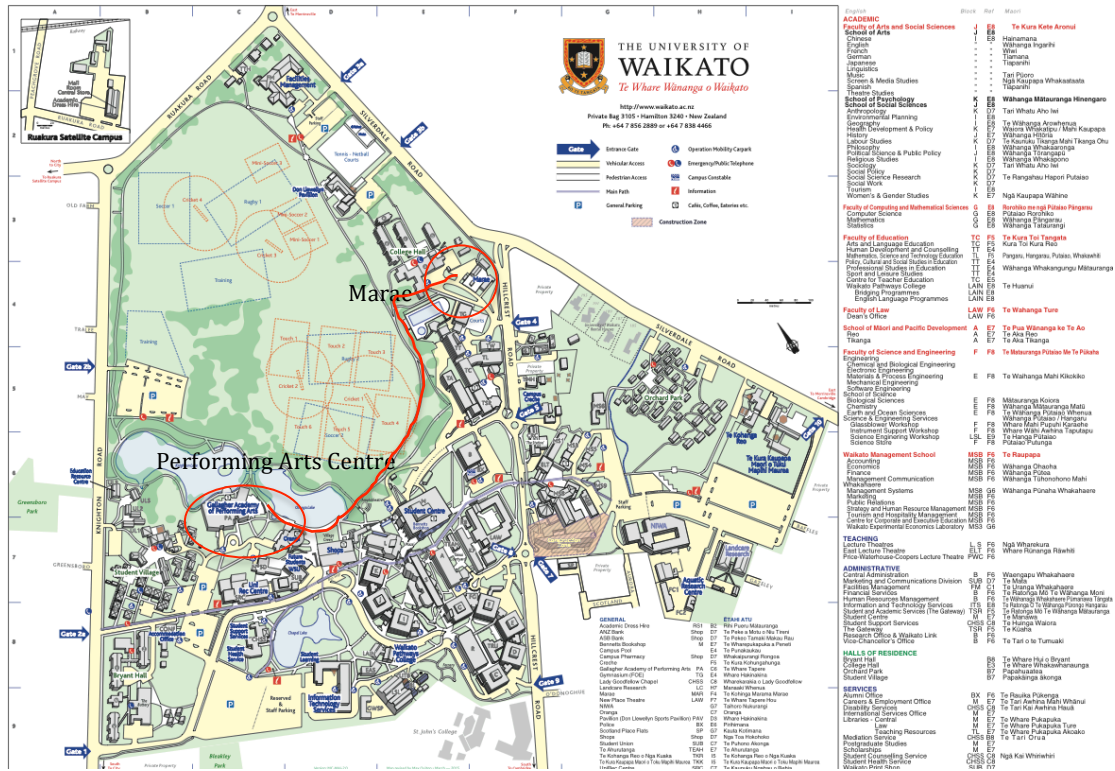
Accommodation has been booked for all scholarship recipients for the nights of 30, 31 August, 1 and 2 September. ALL DELEGATES (scholarship and fee paying) MUST CONFIRM THEIR ACCOMMODATION and HOTEL CHECK IN TIME WITH PATRICIA BJELK via email. If you wish to extend this booking you must also contact Patricia Bjelk urgently via email: H2159-RE02@accor.com.

Presentations: Information for all conference delegates

1. Send the presentation to strachanjane89@gmail.com by 24 August 2015.
2. Electronic PDF versions of the powerpoint will be provided to the delegates.
3. We will be sticking strictly to time and a timekeeper will provide a 5-minute warning. At the end of your allocated time, you must finish your key sentence and conclude your presentation.
4. 10 PowerPoint slides maximum per 20 min presentation, no more.
5. Use Microsoft Power Point - no other programme.
6. The file MUST be named with the presenter's name
7. If your presentation is a not traditional powerpoint (remember we encouraged alternative ways of doing things ☺), please let us know how we can assist you.

Conference Location and Map:

The map below shows the University of Waikato, the Gallagher Centre for Performing Arts and Te Marama Marae. The best parking for the conference is at gate 2B. You will then have a short walk between the lakes to the Academy. The red path shows the direction to the Marae for the Powhiri and the route back from the Marae to the Academy.



Campus and River Walks – The Waikato River:

The University Campus has some lovely walking paths around the grounds, which you are welcome to explore in your lunch break, by yourself or with others. Back in the city, the Waikato River is an excellent walking path in both directions from the hotels. On the river it is important to walk in groups as it is not recommended that you walk/run alone on this path due to the isolation/lack of visual connection to the main city centre.

Conference Dinner:

The conference dinner will take place at Gothenburg restaurant. The menu is a tapas menu which will cater for all dietary requirements that have been indicated in your registration form. A set number of beverages will be provided as we showcase New Zealand wine at the tables. The cost of this is included in your conference registration. If you wish to purchase extra tickets for others who are accompanying you, please do so online or speak to Jacqui at the registration desk.

‘Third Wheels’:

We have the wonderful Perry Frankham who has kindly offered to host partners and family members who are keen to explore the local area on Tuesday and Wednesday. His details will be made available at the registration desk and you can organise adventures with him in the local area. Perry is well known to the WLE group and attended the WLE gathering in Rome and Greece and is an entertaining and most excellent local ambassador.

Important Contact Information (Email and Mobile Phone):

Changes to programme:	Jane Strachan strachanjane@gmail.com Phone: +64 21 392624
Changes to Registration:	Jacqui Neilson jneilson@clear.net.nz Phone: +64 27 2851892
Changes to Accommodation:	Patricia Bjelk H2159-RE02@accor.com
Changes to Cultural Day/Dinner attendance:	Vicki Hill vickihillnz@gmail.com Phone: + 64 21 383831
Conference Contact/other general inquiries:	Rachel McNae r.mcnae@waikato.ac.nz Phone: + 64 27 2266762

In the event of an emergency: In NZ dial 111.

So, a final 'To DO' list...

- Have you got your valid passport and all required entry visas?
- Scholarship delegates - have you confirmed your accommodation with Patricia Bjelk if you are staying extra nights or arriving early?
- Paying delegates – have you booked your accommodation through Patricia Bjelk?
- All delegates – have you booked your transfer shuttle from Auckland airport to your hotel?
- Have you emailed your powerpoint to Jane Strachan by 24 August 2015?

We look forward to hosting you in New Zealand
Travel safely

Rachel McNae
(on behalf of the New Zealand WLE Conference Committee)