

**WORLD LINK FOR LAW, ANNUAL CONFERENCE**  
**SYDNEY, AUSTRALIA, 9-12 NOVEMBER 2011**

<b>Item</b>	<b>Page Number</b>
<b>Overview</b>	<b>2</b>
<b>The Conference Hotel</b>	<b>2</b>
<b>Overall Conference Programme</b>	<b>3</b>
- Draft Business programme	<b>4</b>
<b>Excursions/Dinners</b>	
- Pre-conference dinner on Wednesday 9 <sup>th</sup> November	<b>5</b>
- Group external dinner (by ferry)- Thursday, 10 <sup>th</sup> November	<b>5</b>
- Bridge Climb or Sydney Opera House tour - Friday, 11 <sup>th</sup> November	<b>6</b>
- Gala dinner (Summit restaurant) - Friday, 11 <sup>th</sup> November	<b>7</b>
- Saturday city tour, lunch and harbour cruise- Saturday, 12 <sup>th</sup> November	<b>7</b>
<b>Exploring Sydney &amp; Tourist Information</b>	<b>8</b>
- Getting to the hotel from the airport	<b>8</b>
- About Sydney	<b>8</b>
- Landmarks	<b>9</b>
- Getting around	<b>9</b>
- Useful web sites	<b>10</b>
- General Tourist information	<b>10</b>
<b>Conference Fees and Booking Information</b>	<b>11</b>
- Hotel booking information	<b>11</b>
- Terms and Conditions	<b>12</b>
<b>Appendices</b>	
- Hotel bedroom booking form	<b>Separate documents</b>
- Conference booking form	<b>Separate documents</b>

The 2011 World Link for Law Annual Conference will be held between Wednesday 9th and Saturday 12th November 2011 in Sydney, Australia, in the Spring time of New South Wales. Sydney is of course an Australian icon – a vibrant city and commercial centre. The city probably reflects many aspects of the Australian character - extroverted and a bit cheeky, but warm, outgoing and friendly.

The conference hotel is the 5 star Four Seasons Hotel, excellently located overlooking both the Sydney Opera House and the Harbour Bridge on the edge of the Rocks (nightlife/pubs district) and at Circular Quay, a terminus for many ferries and a train line from the airport.

The conference will include many informative discussions and workshop sessions, as well as social events, with numerous opportunities to meet World Link for Law colleagues.

## OVERVIEW

Thursday (10<sup>th</sup> November) and Friday (11<sup>th</sup> November) are the 'conference days', and will include interesting speaker sessions on a variety of current international legal and business issues, plus lunches and coffees/tea breaks for delegates, on both days.

On Wednesday (9<sup>th</sup> November), before the first day of the conference, there is the option of a group dinner (after pre-dinner drinks) at a small casual 'barbecue your own steak/meat' restaurant in the Rocks district, a very short walk from the hotel. On Thursday evening (10<sup>th</sup> November), after the first conference day, there will be an informal evening restaurant dinner on the harbour front in Manly – a short public ferry ride, with a chance to walk about before and after dinner and then return by ferry to the spectacular views of Sydney harbour at night. On Friday afternoon there are two options: for the more energetic, an Express Sydney Harbour Bridge Climb, or for those that are more musically orientated, a private guided tour of the Sydney Opera House. This will be followed by a gala dinner at the famous 47<sup>th</sup> floor 'Summit' restaurant, with spectacular views of Sydney harbour, following a drinks reception at the restaurant, kindly hosted by World Link for Law member firm Bartier Perry.

On Saturday (12<sup>th</sup> November), in the morning there is a full day guided bus tour of the landmark sites of the city and nearby areas (e.g. Bondi), followed by a harbour cruise (in a private room and deck) with lunch.

**The cost for member lawyers for 2 days conference with lunches and coffee breaks is £250 GBP per person\*. The dinners, the excursions, and the tour on Saturday are optional extra costs. Accommodation must be booked separately.**

Please use this document to find out about: **The Conference Hotel, the Conference Programme, Excursions & Dinners, Tourist Information** (including Visa information) and details of **Conference Fees & Booking**.

Please complete the **conference booking form (preferably on-line)** to reserve your place at the conference; and also fax or email the hotel to reserve your bedroom using the separate **Hotel bedroom reservation form**.

**VERY IMPORTANT KEY DATES: You must book your conference place and bedrooms by October 1 at the latest;** and pay World Link for Law for your delegate place by **October 18**. After 1 October, room bookings at the conference hotel cannot be guaranteed.

If you have a question on any aspect of the conference, or require further assistance, please contact Tony Firth, Executive Consultant of World Link for Law. Email: [firthmanagement@btinternet.com](mailto:firthmanagement@btinternet.com) or telephone: 00 44 1326 568 810.

*\* For those travelling over 6000 miles/9600km from their home/main office city; or the price is £495 per person.*

## THE CONFERENCE HOTEL

The Four Seasons Hotel Sydney is perfectly located on the Harbour's edge at Circular Quay – a short walking distance to the Sydney Opera House, Harbour Bridge and the historic Rocks district; and up harbour direction to the shopping districts on George Street and adjacent to St Martin's Place.

The Four Seasons Hotel Sydney features the city's most up to date guest rooms and suites following an extensive room update in 2009. Guest rooms and suites feature an eclectic mix of contemporary and timeless fixtures blended to exude a warm yet luxurious residential ambience. Each room features the latest technology with the recent addition of 42-inch LCD televisions, DVD players, iPod/MP3 docking stations and wireless internet access.

The simple and uncluttered design compliments the hotel's uninterrupted views of Sydney Harbour which is enjoyed by over half of its guest rooms and suites. The hotel's unwavering commitment to highly personalised service transforms an ordinary stay into a wonderful experience.

The hotel's fine dining restaurant, Kables, showcases the best of contemporary Australian cuisine with emphasis on fresh seafood, whilst the cocktail bar with its nightly live jazz sessions is a popular meeting place for Sydneysiders and visitors alike.

You can enhance your stay with a visit to the Spa at Four Seasons. Treatments incorporate two unique products, Elemis and Sodashi –a 100% natural Western Australian product considered to be the purest range of spa ingredients in the world. Other recreational facilities include an outdoor swimming pool, the largest in Sydney, and a 24 hour state of the art gymnasium.

Web link [http://www.fourseasons.com/sydney/hotel\\_fact\\_sheet/](http://www.fourseasons.com/sydney/hotel_fact_sheet/)

### **Internet connections**

As with most quality Sydney hotels, Wi-Fi Internet is not free. High speed Wi-Fi and Broadband internet is available in bedrooms and public areas and throughout the hotel. Internet is \$25 for 24 hours access in the bedrooms. In the Executive Club on the 32<sup>nd</sup> floor of the hotel, internet access is available to all guests; the first quarter of an hour is complimentary, thereafter approximately \$8AUD per quarter hour.

### **Room rates**

Special room rates have been negotiated as follows:

City View room - **\$276 per night** (including taxes) or, if required: Opera View – \$330; Harbour View - \$360. Breakfast served in the Kables restaurant is extra and priced at \$32 (Continental) and \$42 (Full Australian) including taxes.

Check-in time is from 3.00pm and check-out time is 12.00 midday.

**To book your hotel bedroom**, complete the separate **Hotel bedroom reservation form**

### **Address**

Four Seasons Hotel Sydney  
199 George Street  
Sydney, NSW 2000  
Australia

Main Telephone: (61 2) 9250 3100

**Web site:** [www.fourseasons.com/sydney](http://www.fourseasons.com/sydney)

**World Link for Law main hotel contact** (if required):

Naresh Sardana;  
Tel: (61 2) 9250 3377; Fax:(61 2) 9247 4674  
Email:naresh.sardana@fourseasons.com

**Location map link:** [http://www.fourseasons.com/sydney/hotel\\_fact\\_sheet/](http://www.fourseasons.com/sydney/hotel_fact_sheet/) This presents details of the hotel, but also includes a map. The Airport Rail Link is situated above the road in front of the middle of these piers on this map at Circular Quay. There is escalator access; and it is a 100m walk to the hotel.

Also see **Getting to the hotel from the airport** in the Tourist Information section.

## OVERALL CONFERENCE PROGRAMME

### Wednesday, 9<sup>th</sup> November

#### Board members (and observers)

- World Link for Law Board Meeting – Tanner Room (Level 3), Four Seasons Hotel, 3.00– 5.30pm.

#### Delegates and Spouses/Guests

- Pre-dinner drinks and dinner at 'Phillips Foote' restaurant (7.30 pm - 10.00pm; meet in hotel lobby for short walk at 7.15pm).

### Thursday, 10<sup>th</sup> November

#### Delegates

- Conference programme (see below) – from 8.45am – Winten/Teale/Buchanan rooms (Level 2 – same level as Kables buffet breakfast area).
- Buffet lunch - (delegates only) – 12.45/1.00pm – Kables II restaurant – same level as conference room.

#### Delegates and Spouses/Guests

- Dinner at Hugo's in Manly – transfer by ferry. Meet in Hotel lobby at 5.30pm (for short walk to Wharf 3 at Circular Quay to catch 6.00pm ferry to Manly); walkabout, then onto restaurant for pre-dinner drinks at 7.30pm; dinner at 8.30pm.) Return at leisure, last ferry at 12.55am.

### Friday, 11<sup>th</sup> November

#### Delegates

- Conference programme (see below) - 9.00am - Winten/Teale/Buchanan rooms (Level 2).
- Annual General Meeting of World Link for Law (members only) – 9.30am.
- Buffet lunch - (delegates only) – 12.30 pm – Kables II restaurant – same level as conference room.

#### Delegates and Spouses/Guests (choice of two options)

- Sydney Express Bridge Climb – 2¼ hrs - start at 2.30pm. Meet in lobby at 2.00pm for short walk to the Bridge Climb reception at 3 Cumberland St, **or**
- Sydney Opera House – a private guided group tour – 2.45pm. Meet in lobby at 2.15pm for short walk to the Opera House.
- Evening Gala dinner at the Summit restaurant in the Australia Square Tower Building, 264 George St (47<sup>th</sup> floor) - 7.30pm for pre-dinner drinks; dinner at 8.30pm. Meet in lobby at 7.10pm for short walk to restaurant (400m).

### Saturday, 12<sup>th</sup> November

#### Delegates and Spouses/Guests

- City excursion by bus; followed by harbour cruise lunch (9.15am to 3.30pm – meet in upper lobby by gift shop of hotel at 9.00am).
- Requirements for a group evening dinner to be arranged nearer the time at (possibly) 'Wolfies Grill' or 'Wildfire' at the waterfront restaurants in the Rocks area: [www.wildfiresydney.com](http://www.wildfiresydney.com) or [www.waterfrontrestaurant.com.au/](http://www.waterfrontrestaurant.com.au/)

**Dress Code:** business suits or jacket/tie for conference meetings and Friday Summit restaurant dinner; for all other events - smart/casual.

## Conference Business Programme (Thursday 10th & Friday 11th November)

The draft general programme is as follows. The final agenda will be published and circulated nearer to the time of the conference.

- "Know your client/protect your business interests"; anti-money laundering protection issues, cheque scams – panel discussion
- Workshop - mock tender situation
- International Tax Planning Strategies
- Special Interest Group discussions – Tax and IP Law
- Parallel importing issues (grey marketing)
- Commercialisation of traditional knowledge (indigenous intellectual property)
- An Australian perspective of doing business in Asia
- World Link for law strategic development issues
- "Speed business dating" session

## EXCURSIONS/ DINNERS

### Wednesday, 9<sup>th</sup> November

**Pre-dinner drinks and dinner at 'Phillips Foote' restaurant (7.30 pm - 10.00pm; meet in hotel lobby for short walk at 7.15pm).**

Phillips Foote pub/restaurant, located at 101 George Street, is a well known informal style semi-outdoor restaurant only a short distance (200m) from the hotel where we can meet, after a welcome drink, to catch up with colleagues and friends before the conference.

After a pre-dinner drink, you can select from the salad & fruit bar, daily baked fresh breads, and potatoes; and then you choose your main course, to barbecue yourself - either steak (Sydney cut; T-bone; marinated rump; rump; fillet mignon; beef kebab; lamb cutlets), or fish; chicken or pie. Later you can select your dessert. Wine, drinks, water and coffee included. [www.phillipsfoote.com.au](http://www.phillipsfoote.com.au)

**Cost per person: £55.00**

### Thursday, 10<sup>th</sup> November

**Dinner at Hugo's in Manly – transfer by ferry. Meet in Hotel lobby at 5.30pm (for short walk to Wharf 3 at Circular Quay to catch 6.00pm ferry to Manly); walkabout, then onto restaurant for pre-dinner drinks at 7.30pm; dinner at 8.30pm.) Return at leisure, last ferry at 12.55am.**

Thursday night has traditionally become an informal evening and this year is no exception, but there is no musical or theatre entertainment. We will initially travel by public ferry for 30 minutes across the harbour to the resort of Manly – one side is the sheltered harbour side; the other side (a short 400m walk) is Pacific Ocean facing and noted for its beach fronting pine trees. On arrival there is free time to explore Manly (a map will be provided) – maybe also to see the sea-rays swimming outside the aquarium; then we will re-join for pre-dinner drinks at Hugo's on the waterfront overlooking the harbour, followed by a two course dinner. Then we can have more free time and maybe walk up the Corso and have an ice cream or a bar drink. The return to Sydney by ferry presents tremendous night time views of the Opera House, Bridge and city skyline – a memorable experience. [www.hugos.com.au](http://www.hugos.com.au)

### **Menu**

*Open bar (welcome drinks)*

#### **Entrée** (Tasting plate to share):

*Fried calamari with rocket, chilli sea salt & lemon aioli  
Oysters served natural with a sherry vinegar & shallot vinaigrette  
Fresh fig salad with prosciutto di San Daniele, buffalo mozzarella, rocket & apple balsamic  
Cured Hiramasa kingfish with sweet & sour eggplant, pomegranate & saffron onions*

#### **Main course** (to be served on an 'alternate drop' basis):

*Seared King salmon served with pea puree & a salad of celery heart, radish & herbs  
Wagyu sirloin steak with sautéed wild mushrooms, roasted potatoes & red wine jus  
(Vegetarian options)*

#### **Sides** (to share):

*Rocket, pear & parmesan salad with balsamic dressing; chips with Italian tomato sauce & seeded mustard aioli*

*+ water, wine, drinks package and coffee*

*After dinner, optionally, we can walk up the 'Corso' central street to a 'Mövenpick' ice cream parlour, if desired.*

**Cost per person: £85.00 (including return ferry ticket)**

### **Friday, 11<sup>th</sup> November**

As there is a city tour and harbour cruise on Saturday, on Friday afternoon **we offer two options either:**

**Sydney Express Bridge Climb – 2¼ hrs; 2.45pm – 5.00pm. Meet in lobby at 2.15pm for short walk to the Bridge Climb reception at 3 Cumberland St.**

This is perhaps a lifetime experience to climb one of the most famous bridges in the world (and to be guided about its history and to see Sydney from a breathtaking perspective). Walking in a small group of 12, climbers are briefed, harnessed and suitably clothed before this 'express' climb lasting 2¼ hours (including preparation time). <http://www.bridgeclimb.com/>

*Please note that before the climb all participants are breathalysed for alcohol, which should therefore be completely avoided at lunchtime!*

**Cost per person: £135.00** (Purchasing photographs taken during the climb by the Bridge Climb company are optional extras. Naturally this option should be avoided for those with a fear of heights or pre-existing medical condition. **Please note: Our group is restricted to 12 people and offered on a 'first come first served' basis. If our group number is exceeded, it MAY be possible to offer a place on another later tour group with the general public.**

**Or**

**Sydney Opera House - private group guided tour– 2.45pm. Meet in lobby at 2.15pm for short walk to the Opera House.**

This is an opportunity to understand and experience, from the inside, with a private guided tour, the world famous design and acoustics of this landmark entertainment venue.  
<http://www.sydneyoperahouse.com/>

**Cost per person: £30.00**

## Friday 11<sup>th</sup> November

**Gala dinner at the Summit restaurant, 264 George St (47<sup>th</sup> floor), 7.30pm to 10.30pm. Meet in lobby at 7.10pm for short walk to restaurant.**

On Friday evening there will be a dinner (in a private area) in a spectacular restaurant located on the 47<sup>th</sup> floor of the Australia Square Tower Building on George St. During dinner the restaurant revolves offering stunning and memorable views of Sydney. <http://www.summitrestaurant.com.au>

### **Reception**

*Open bar, wine, beer, soft drinks and snacks (kindly hosted by Bartier Perry)*

### **Menu**

*Hervey bay scallops, sweet corn puree, pancetta lardons, watercress salad*

*Aged beef fillet, truffled polenta, wild mushroom salsa, porcini butter, shiraz juices **or***

*Poached ocean trout, warm nicola potato salad, red onion mignonette*

*Assiette of desserts*

*+ wines, water, coffee*

**Cost per person: £90.00**

## Spouse/guest excursions

No excursions have been formally arranged for this conference at this time. However nearer the time possible ideas/suggestions can be made such as: a water taxi to Rose Bay with lunch at the Catalina restaurant; a visit to the Botanical Gardens and café lunch; visit to Taronga Zoo; and a general shopping area guide.

## Saturday 12<sup>th</sup> November

**City excursion by bus; followed by harbour cruise lunch (9.15am to 3.30pm – meet in upper lobby, by gift shop of hotel, at 9.00am).**

We depart by coach after breakfast for a morning excursion around the city to see the main landmarks and also to visit Bondi beach. The morning tour will also include a stop at Mrs Macquarie's Chair which offers a superb view of Sydney Harbour and city skyline. The coach tour will also travel through the exclusive suburbs of Double Bay and Vaucluse as well as travel through Kings Cross, the red light district of Sydney before heading off to The Gap where we will experience views of the Pacific Oceans and the Heads before a visit Bondi Beach, Australia's most famous surf beach. We will return to Circular Quay for a buffet lunch cruise (in the private Sirius lounge of the boat).

The boat will dock in the Rocks (or you can stay onboard to go to Darling Harbour, which is a 20 minute walk back to the hotel). On a Saturday afternoon in the Rocks area there is a regular street market offering a variety of artefacts and local merchandise.

**Cost per person: £95.00** (including lunch with a choice of menu, wine, water and soft drinks etc)

## EXPLORING SYDNEY AND TOURIST INFORMATION

### Getting to the hotel from the airport

Most people will arrive by air at Sydney's main airport – Kingsford Smith International. <http://www.sydneyairport.com.au/Sacl/>. With most methods of transport, it is about 30 minutes distance from the Hotel.

The Four Seasons hotel is located in the Circular Quay area/harbour front area of the city. There are various travel options.

Perhaps the most economic and practical is the **Rail Link** from the airport, which stops at Circular Quay. There are escalators/lifts there; and the hotel is about 200m walk (slightly up hill) across Alfred Square. <http://www.airportlink.com.au/> One journey costs about \$16 AUD. If you arrive at either Terminal 1 or 2 follow the Rail Link signs.

**Shuttle buses (for hotels)** are available and cost about the same, but you may have to wait for a connection and drag your bag some distance to a loading area (and of course wait for other people to be taken to their hotels). There is a desk in the Arrivals Hall to book a shuttle bus.

**Taxis** can cost up to \$50AUD to the CBD (Central Business District).

The **Four Seasons Hotel** also offers a private pre-booked limousine collection service. Details are presented on the hotel booking form. The cost is \$110AUD

**Hotel location map:** [http://www.fourseasons.com/sydney/hotel\\_fact\\_sheet/](http://www.fourseasons.com/sydney/hotel_fact_sheet/)

### About Sydney

Sydney is the largest and most populous city in Australia (about 4.5 million people) and the state capital of New South Wales. Sydney is located on Australia's south-east coast of the Tasman Sea. Inhabitants of Sydney are called Sydneysiders, comprising a cosmopolitan and international population of people from numerous places around the world.

Sydney has a reputation as an international centre for commerce, arts, fashion, culture, entertainment, music, education and tourism, Sydney has hosted major international sporting events, including the 1938 British Empire Games, the 2000 Summer Olympics, and the final match of the 2003 Rugby World Cup.

More historically, indications show aboriginals may have inhabited Australia for more than 116,000 to 176,000 years and they had arrived by watercraft. However, conventional belief is that they arrived between 40,000 and 50,000 years ago. Australia has always been separated by at least 60 kilometres of water since the glacial maximum of 140,000 years ago - yet smoke from bushfires could have easily alerted those living north of the continent of its existence.

The west and north coast of Australia had been visited quite frequently by Europeans in the 17th century. The east coast was first charted by Europeans, in 1770, by the well known Pacific explorer, Captain James Cook. On April 29, 1770, on Possession Island, he claimed the whole east coast for King George III and called it New South Wales. The British did nothing about their new acquisition till after a number of years, when at the urgings of Joseph Banks (the botanist with the Cook expedition), decided to establish a colony in this far flung corner of the earth.

The history of Australia began when The First Fleet, commissioned by Thomas Townshend, Baron Sydney, set sail for Botany Bay on May 13, 1787. Led by Captain Arthur Phillip, the fleet comprised a range of vessels and arrived on the NSW coast on the 3rd of January, 1788. They arrived at Botany Bay on the 18th of January, where upon anchoring, it was discovered there was no fresh water locally available. When the rest of the fleet arrived early on the 19th, much to Phillip's surprise, it was decided to go further north, to Port Jackson (now known as Sydney Harbour). There, they were to find a lush, pristine forest in a cove fed by a stream (now called the Tank Stream). This is where they decided to settle. Captain Arthur Phillip was later to name the cove they landed as Sydney Cove, in honour of Thomas Townshend, Baron Sydney (1733-1800), the minister responsible for the Colony, with later usage dropping the word 'Cove'.

Sydney history timeline:

- 50,000BC - 15,000BC - various aboriginal sites around the Sydney region.
- 1770 - Captain Cook arrives at Botany Bay.
- 1778 - Penal Colony of New South Wales established by the arrival of the first fleet.
- 1808 - The infamous Rum Rebellion overthrows the then Governor, William Bligh.
- 1840 - Due to pressure from the citizens of Sydney, England stops transport of prisoners.
- 1842 - Sydney becomes a City.
- 1852 - Gold discovered! Massive influx of people from all over the world seeking their fortune.
- 1888 - Town Hall opened.
- 1901 - Australia becomes a Commonwealth.
- 1932 - Sydney Harbour Bridge is completed and opened.
- 1973 - The Sydney Opera House opens its doors.
- 2000 - The Sydney Olympic Games held.
- 2011 – World Link for Law conference held.

## Landmarks

- Sydney Opera House
- Sydney Harbour Bridge
- Bondi Beach
- The Rocks area
- Darling Harbour
- The Sydney Tower
- Taronga Zoo
- Mrs Macquarie's Chair

## Further afield

- The Blue Mountains
- Hunter Valley (vineyards)

## Getting around

Most things are within walking distance of the hotel, but there is a transport network within and outside the CBD (Central Business District)

**Trains:** (same service as from the airport) and these run closest to the hotel from Circular Quay Station, compared to the other methods of transport below: General map:

[http://www.cityrail.info/stations/network\\_map](http://www.cityrail.info/stations/network_map) Each short ride is about \$4AUD

There is also a light rail 'tram' service that crosses different aspects of the city and a mono-rail service:

**Light rail:** <http://www.metrotransport.com.au/network/overview/lightrail>

**Mono- rail:** <http://www.metrotransport.com.au/index.php/monorail/monorail-home.html>

Public transport, general Site

<http://www.cityofsydney.nsw.gov.au/aboutsydney/parkingandtransport/publictransport.asp>

General map:

[http://www.cityrail.info/stations/network\\_map](http://www.cityrail.info/stations/network_map)

**Taxi :**

<http://www.cityofsydney.nsw.gov.au/aboutsydney/documents/ParkingAndTransport/PublicTransport/TaxiRanks.pdf> - secure and general authorised taxi cab ranks in the city.

## Useful web sites

**Google city map:** [http://maps.google.co.uk/maps?hl=en&um=1&ie=UTF-8&q=restaurants+near+castlereagh+st,+sydney&fb=1&gl=uk&hq=restaurants&hnear=Castlereagh+St,+Sydney+NSW+2000,+Australia&ei=t3w9TKTYIpW0wSsqNHLdG&sa=X&oi=local\\_group&ct=image&resnum=1&ved=0CC4QtgMwAA](http://maps.google.co.uk/maps?hl=en&um=1&ie=UTF-8&q=restaurants+near+castlereagh+st,+sydney&fb=1&gl=uk&hq=restaurants&hnear=Castlereagh+St,+Sydney+NSW+2000,+Australia&ei=t3w9TKTYIpW0wSsqNHLdG&sa=X&oi=local_group&ct=image&resnum=1&ved=0CC4QtgMwAA)

**Frommers Sydney city guide:** <http://www.frommers.com/destinations/sydney/>

### Transport guides:

<http://www.cityofsydney.nsw.gov.au/aboutsydney/parkingandtransport/publictransport.asp> ;

[http://www.cityrail.info/stations/network\\_map](http://www.cityrail.info/stations/network_map)

**Hotel:** <http://www.fourseasons.com/sydney>

**General City Guide:** <http://www.sydney.com.au/info.htm>

**Restaurants:** <http://www.urbanspoon.com/n/70/7003/New-South-Wales/CBD-restaurants>

**Tours/excursions:** <http://www.viator.com/Sydney/d357-ttd>

*(World Link for Law makes no recommendation, assurance or warranties about any of these websites, companies or tours therein.)*

## General Tourist Information

- **Visas:** are required for most visitors but are generally inexpensive and easy to obtain (and only electronic) particularly for EU and North American visitors. There are two types of short term Visas: **ETA (Visitor) (Subclass 676)** – Tourist – or **eVisitors (Subclass 651)** for Tourism and business purposes - free to most EU and US visitors (available 'on-line' for most); there is a small administration charge – about \$20AUD. These are an electronically stored authority for short-term visits to Australia of up to 3 months. For more initial information go to: <http://www.immi.gov.au/visawizard/>  
**However, delegates are responsible for checking their own personal situations and** possible requirements. If any assistance is required e.g. invitation letters, please contact Tony Firth.
- **Weather:** Sydney weather in November (Spring time) – 23C daytime/15C night time
- **Time zone:** + 11hrs UTC
- **Telephone:** ++ 61 2 ; 61 (Australia); 2 (Sydney); then the local number
- **Currency:** Australian dollars and cents. Notes: \$5, \$10, \$20, \$50 and \$100 bills. Coins: 5 cents, 10 cents, 20 cents, 50 cents, \$1 and \$2. Average conversions (*May 2011*): 1 AUD = 0.734640 EUR; 1 AUD = 1.08599 USD ; 1 AUD = 0.653285 GBP
- **Credit/Debit Cards and ATMs:** There is an ATM in the hotel lobby to the left of the Reservations desk – it charges approximately \$2AUD per transaction; opposite the hotel on George Street there is another "St George" ATM.
- **Banking hours:** Generally 9.30am-4pm Monday to Thursday, and 9.30am-5pm Friday.
- **Business Hours:** Business hours are generally 9.00am to 5.30pm, Monday to Friday
- **Electricity:** 240v; use the Type I electrical plug that has two flat, oblique blades that form an inverted V, and a grounding blade, although the latter vertical blade is not essential: <http://electricaloutlet.org/type-i>
- **Water:** in Sydney, the tap water is drinkable, but you may prefer bottled water.
- **Emergencies:** for all emergency services dial: 000
- **Language:** English
- **Shopping experiences:** are located in a nearby 'mall' to the left of hotel (a small collection of designer stores). To the right along George Street and beyond (all within walking distance) are the more general stores on George St; and to the left Pitt Street, onto St Martin's Place and King St (turning left towards further main department stores near to the Sydney Tower). There is a convenience store behind the hotel (Harrington Street); and in front in Alfred Square, where there is also a pharmacy – by the train line entrance.
- **Alternative breakfast and free internet options:** There are alternative breakfast options at Jacksons restaurant (directly opposite the hotel) – about \$15AUD and also in Alfred Square (to the right) there is a Starbucks, which also provides free internet access to customers.
- **Shopping Hours:** Generally 9.00am to 5.00pm (to 9pm on Thursday; to 4pm Saturday); closed on Sundays except in tourist areas
- **Units of measure:** metric.
- **Phone directory assistance:** 1223 (Sydney area), 1223 (Australia), 1225 (International).

## CONFERENCE FEES & BOOKING INFORMATION

The costs per person, **to be paid in sterling**, are as follows:

<b>Conference delegate fee</b> (Thursday 11 and Friday 11 November). Includes delegate packs; teas, coffees and pastries and lunches with wine or soft drinks  * For those travelling over 6000 miles/9600km from their home/main office countries; or the price is £495 per person.	<b>£250*</b>
<b>Wednesday pre-conference dinner</b> (9 November) at <b>Phillips Foote</b> restaurant, the Rocks, including pre-dinner drinks	<b>£55</b>
<b>Thursday evening dinner</b> (10 November) at <b>Hugo's, Manly</b> (including ferry travel)	<b>£85</b>
<b>Friday afternoon</b> (11 November) <b>Sydney 'Express' Bridge climb</b>	<b>£135</b>
<b>Friday afternoon</b> (11 November) <b>Sydney Opera House tour</b>	<b>£30</b>
<b>Friday evening</b> (11 November) <b>Summit restaurant Gala dinner</b> including pre-dinner drinks	<b>£90</b>
<b>Saturday</b> (12 November) <b>guided city bus tour and harbour cruise</b> including lunch	<b>£95</b>
<b>Saturday evening dinner</b> in the waterfront area	<b>TBA</b>

All conference delegate bookings must be made by **1 October 2011, using the form provided**. Bookings will be acknowledged and you will be invoiced for payment to Word Link for Law. Local and overseas bank charges are to be paid by you. We also draw your attention to the terms and conditions below in relation to cancellation. Delegates and their guests will not be able to attend the conference, lunches, dinners or excursions if they have not paid their conference fees in full by **18 October 2011** at the latest. N.B. Events cannot be attended unless pre-booked and cannot be booked at the conference. **Bedrooms must be booked separately - see below for full details.**

### Hotel Room bookings

A room block has been reserved at the Four Seasons Hotel, under the name of 'World Link for Law' and negotiated at the following special nightly rates from 6-13 November 2011 - dates outside this period are upon negotiation/prevailing rates.

Dates	Single or double occupancy including taxes, but excluding breakfast.
<b>City View room</b>	<b>\$276 AUD</b>
Opera View room	\$330 AUD
Opera View room	\$360 AUD

Breakfast served in the Kables restaurant is extra and priced at \$32 (Continental) and \$42 (Full Australian) including GST. Check in times: from 3.00pm; check-out: 12.00 midday. As presented in the **Tourist information** section, there are alternative breakfast options if required.

**To book your hotel bedroom**, complete the separate **Hotel bedroom Booking Form**

#### **Please send the Hotel Booking form to:**

'Group Reservations', at the Four Seasons Hotel Sydney

**Fax:** ++ (61-2) 9247 8713

Or **email:** [Res.Sydney@fourseasons.com](mailto:Res.Sydney@fourseasons.com)

YOU MUST ENSURE THAT YOU HAVE BOOKED YOUR ROOM AT THE CONFERENCE HOTEL BY **1 OCTOBER 2011**. If you do not book by this date, a reservation cannot be guaranteed. All guests must settle their own bills, including any room 'extras' on departure.

## Terms & Conditions

1. Delegates and guests will not be able to attend the conference, lunches, dinner or excursion if they have not paid their conference fees in full by **18<sup>th</sup> October 2011**.
2. Reservations and attendance at the conference can only be confirmed upon receipt of payment in full.
3. Accommodation in the conference hotel is subject to availability and is subject to local taxes, temporary or permanent. Delegates will be responsible for paying their own hotel accommodation and related personal expenses. The Administration Service of World Link for Law is not responsible for arranging accommodations after the booking deadline of 1 October 2011.
4. The organisers, World Link for Law, reserve the right to change the programme of events and speakers without prior notice and to change the time of excursions and events with notice.
5. Delegates and guests are completely responsible for ascertaining their own visa requirements according to their individual circumstances (and for any liability arising).
- 6. Any cancellations to the conference bookings or other events booked (whether or not paid) made from 2 October to 18 October 2011 will be charged at 50% of the total; and from 19 October 2011 to 9 November 2011 (or thereafter) at 100% of the total. Delegates may be substituted provided that advance notice is given, but only up to 19 October 2011. A Booking constitutes acceptance of these terms (unless specific anticipated personal circumstances are advised at the time of booking).** The Administration Service of World Link for Law does not guarantee that it will be able to include replacement delegate information, due to the need to despatch conference materials at least 2 weeks before the conference.
7. Force Majeure: The organiser's liability will be limited to monies paid to them in the event that the conference is cancelled due to any circumstances outside World Link for Law's control including but not limited to industrial action, acts of terrorism, acts of war, riots or civil unrest, act of God, communicable diseases, or government or professional restrictions, conditions or controls.
8. A conference booking creates a binding agreement and shall be construed and take effect in accordance with English law.
9. World Link for Law or its agents make no recommendations, assurances or warranties about any of the hotels, restaurants, companies or other suppliers referred to in this document or conference promotions and disclaims all liability in respect thereof.