

# Autism at Work Summit Australia 2019

## Guide for Attendees

Thursday 25 July 2019

8:30am - 5:00pm

Novotel Melbourne on Collins

Level 3, 270 Collins Street, Melbourne



Presented by:



Supported by:



# Things to prepare for the Summit

## Networking

Most people come to Summits to network and connect with likeminded individuals, so these points may assist you in being prepared:

- **Business cards** – some people hand out business cards to every person they speak to; others selectively hand out cards. It is good practice to have some form of contact information on you, so that when you choose to connect with others, you can provide these details in an easy format.
- **Branding statement** – if someone asks you “what do you do?”, be ready with a short and concise answer that not only provides information, but shares something interesting, so they can remember you well.
- **Ice-breakers** – you may notice some people are great at starting conversations with others without any hesitation. If you want to talk to someone and are not sure how to start without seeming terribly awkward, you can find ‘common ground’ by asking things like, “Is this your first time at the Autism at Work Summit?”, “What did you enjoy most about the previous Summit?”, or try a more unique approach and ask: “What’s your biggest accomplishment so far this year?”, or “What inspires you about neurodiversity?”

## Technology

- **Charge the batteries!** – Make sure to charge all devices you are bringing to the Summit *before* the Summit. While there will be some plug outlets on location, it is better to have a fully charged device so you can record important moments.
- **Necessary accessories** – If you are bringing any technological equipment or devices to the Summit, be prepared by making sure you have all the associated cords, plugs and batteries/ chargers for the device, as well as your mouse, etc.
- **Adaptor plugs** – If you are arriving from an international destination to come to the Summit, you may need to bring the adaptor plug.

## Notetaking

- **Pens and Paper** – It is advisable to bring more than one ballpoint pen with you to the Summit, in case the other loses ink halfway through the day. Paper may also assist for notetaking. Of course, you can use your device if you prefer.

## Wellbeing

While this is a business event, it does not mean your wellbeing loses importance. You can prepare to self-care during the Summit by following these tips:

- **Clothing for cold weather** – We are in Melbourne after all, so bring a coat/ scarf/ gloves and an umbrella. It can also get quite chilly in the conference rooms, because of the over-active air-conditioners, so you may like to wear layers.
- **Headphones** – If you know that auditory sensations can become overwhelming for you, bring your headphones.
- **Toiletries** – If you have any extra needs, you can keep all those relevant items in a toiletries bag (e.g. deodorant, tissues, toothbrush and toothpaste, feminine products, make-up, comb, medication, etc.) and bring it with you on the day.
- **Medication** – If you need to take regular medication, continue to do so during the Summit. You can go to the bathroom at any time to take medication, if you need to.
- **Snacks** – You can snack during the Summit. While there is a lot of food provided during the Summit, you may prefer personal food items. You can bring a few small items if you want to.
- **Water bottle** – You can drink water during the Summit. While water is provided during the day, if you want your own personal bottle, you can bring it with you.
- **Sensory items** – At the Summit, there will be a sensory-friendly room open for neurodiverse attendees, but if you want to bring your own sensory items, you are most welcome.
- **Money** – We do not recommend you bring a lot of money with you to the Summit, but it is always helpful to have a few dollars on you to account for unexpected needs on the day, and/ or attending post-Summit dinners with your colleagues/ newly-met people.

# Frequently asked questions

## Getting to the Summit

### **When is the Summit being held?**

On Thursday 25<sup>th</sup> July 2019, from 8.30am to 5pm.

### **Do I need to arrive at exactly 8.30am?**

You do not need to be there at exactly 8.30am, but we recommend you are at the Summit between 8.30am and 9am, as this is when staff members will be ready to give you a name badge (*your name badge*) and answer any questions you have about the space.

### **Do I need to be there all day?**

No. You do not need to be at the Summit all day. If you want to arrive late or leave early, that is up to you. However, if you want to network with specific people, and/ or see the keynote speakers, it is advised that you arrive between 8.30am and 9am to make sure you get a good seat.

If you are a speaker on one of the panels or speaking in the breakout rooms, it is recommended that you arrive at least 30 minutes before you are due to present, to ensure you are calm and ready to speak when it is your turn.

### **Where is the Summit being held?**

Novotel on Collins,  
Level 3, 270 Collins Street Melbourne,  
VIC Australia 3000.

Once you arrive, take the lift (elevator)  
located inside the Novotel building to  
Level 3.

(This is a hotel.)

### **Where exactly is that?**

The Novotel Hotel is next to the walk  
arcade, on Collins Street.

*Do not enter through the arcade.*

Look for the small shrubs out the front  
and the porters in their Novotel  
uniform. The Novotel is situated  
between Elizabeth and Swanston  
Streets, and it is opposite to the large  
Tiffany & Co building across the road.



*This is what the Novotel building looks like from the outside.*

## Getting to the Summit (continued).

### **Train Services: Any to Flinders Street**

Take any train to Flinders Street station, and exit through the Flinders/ Swanston exit, then walk to the Novotel (about 8 mins slow pace, flat elevation). This is the route:

1. Walk out of the train station, under the clocks, down the stairs (there is also a gentle ramp to the right of the stairs). Stop at the intersection of Swanston/ Flinders St. To make sure you are orientated the correct way, you should have Federation Square on your right-hand side, the train station on your left-hand side, and Young and Jackson's pub in front of you.
2. Now, cross Flinders Street. Then, continue walking straight ahead, into Swanston Street, about 240 m.
3. You will know you are at Collins St when you will see the Westpac bank to your left, and diagonally across the road to your right, the Town Hall. Trams also run up and down Collins Street. Cross Collins Street and then turn left into Collins Street and walk straight ahead, about 150m.
4. The Novotel will be on the right, opposite the Tiffany & Co. Building.

### **Tram Services: 109, 75, 48, 12**

Various trams run along Collins Street. Take the tram you need to Stop 6: Melbourne Town Hall/ Swanston Street. Get off the tram here, then walk to the Novotel (about 3mins slow pace, flat elevation). This is the route:

1. Get off the tram and cross Collins Street so that you have the Westpac Bank behind you and the Town Hall to your right. Then turn left into Collins Street and walk straight ahead, about 150m.
2. The Novotel will be on the right, opposite the Tiffany & Co. Building.

### **Bus Services: 907**

Take the 907 bus to the stop: Elizabeth Street/ Lonsdale Street, and get off the bus. Then walk to the Novotel (about 3 minutes, slow pace, flat elevation). This is the route:

1. Depending on which direction you came from, you will need to find Elizabeth Street. Walk along Lonsdale St and turn into Elizabeth Street so that you have the St Francis church on your left-hand side, and you are looking down Elizabeth Street towards Flinders Street.
2. Walk about 450metres along Elizabeth Street then stop at the intersection of Elizabeth and Collins Streets.
3. Turn left into Collins Street (do not cross Collins!). Walk along Collins Street about 80m.
4. The Novotel will be on the left, opposite the Tiffany & Co. Building.

## Getting to the Summit (continued)

### **I have difficulty walking and/ or use a wheelchair. How do I get into the Summit?**

There is a ramp from Collins Street to the ground level concierge station. Take a lift (elevator) to Level 3 and follow the signs for the Autism at Work Summit.

#### ***For your convenience:***

- On level 1, there is a bar and restaurant, all of which are fully accessible. There is an accessible toilet off the bar area, but it is a bit cramped and may not work for all chairs.
- On level 3, the meeting rooms are here and there is another accessible toilet.

### **How do I get to the Summit?**

You can get to the Summit in several ways. Choose the mode of transport that is most relevant to you and easiest for you to achieve. Please note, if you are driving, we recommend you check out [Google Maps](#) (live) to check for traffic congestion. If you are taking public transport, we recommend you check [PTV](#) or [Tram Tracker](#) to ensure there are no disruptions to your line.

You may also like to arrange that you are at the Summit earlier than the start time to account for any delays on route.

### **Car:**

Drive into the CBD and find parking. The best place for all day (safe) parking is in the QV. Then you can walk down to the Novotel via Swanston Street, into Collins.

### **Valet car parking:**

According to the Novotel, valet car parking is available for vehicles under 1.9 metres in height. Cost per day per vehicle is at \$49.00 for in-house guests and \$55.00 for conference & restaurant guests.

The valet service is accessible from Collins Street. Please note that there is a height restriction - if your vehicle exceeds 1.9 metres in height, please contact the Novotel concierge team on 03 96967 5800 prior to arrival for directions to the nearest self-parking facility, press 2 when prompted.

### **Taxi/ Ride Share apps:**

Notify Driver of location as a hotel called, "Novotel on Collins" at, 270 Collins Street in Melbourne, and then sit back and let them drive you here! The vehicle can pull up directly outside the front door on Collins St.

If you are taking the taxi/ ride share from the Melbourne Airport, the trip will take about 30 minutes.

## Locating rooms and toilets at the Summit

### **How do I find the Summit once I have entered the Novotel building?**

Once you enter the Novotel building, you will need to take the lift (elevator) to Level 3. There is a reception desk on Level 3. There will also be signs pointing you in the direction of the Summit, from the ground floor, up to the third floor.

If for some reason there is no sign, or it is not clear what to do next, you can speak to the front door porter, and ask for the “Autism at Work Summit”.

### **Is there a map or floorplan, so that I can orientate myself on the day?**

Yes, it is attached on the next page.

### **Where are the bathrooms located?**

There are bathrooms located in the centre of the conference space. See the floor plan, overleaf. There are no designated ‘gender neutral’ bathrooms.

There is an accessible toilet on Level 3, near the meeting rooms.

There is also an accessible toilet on Level 1, just close to the bar area, but this option may not work for all chairs.

### **Is the Summit wheelchair accessible?**

Yes. The Novotel prides itself on being wheelchair accessible.

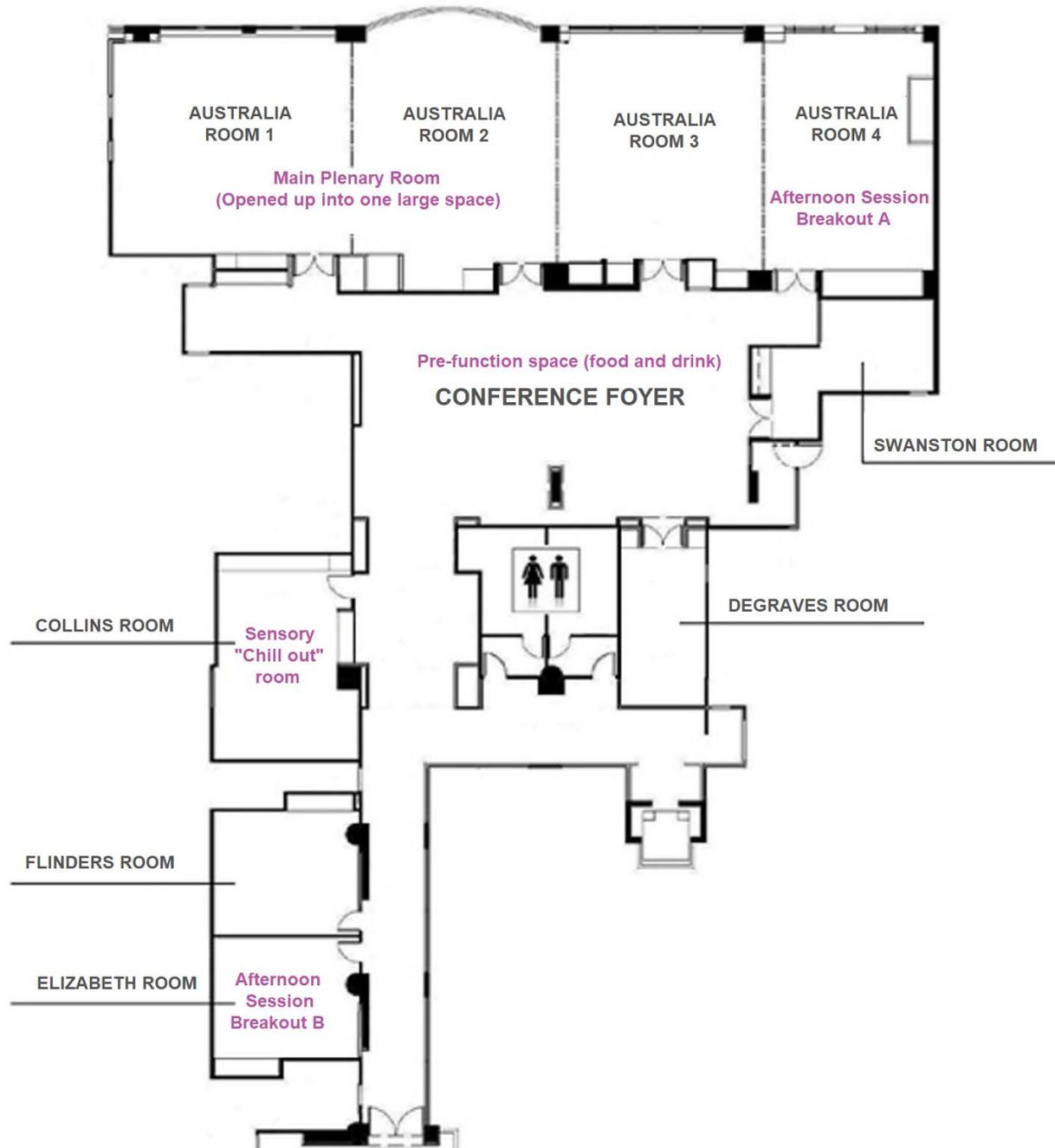
### **Where can I put my umbrella/ coat/ bags to store them safely at the Summit?**

The cloakroom is only accessible for guests staying overnight at the hotel. You will need to look after your own bags and personal items.

### **Is there a designated room at the Summit which is neurodiverse and sensory-friendly, that I can go to de-stress or unwind?**

Yes, the “Collins Room” has been designated as the ‘sensory room’. Autism CRC are providing large comfortable bean bags, along with a few interactive sensory items.

## Autism at Work Summit – Floorplan/ Map



Note: 'Australia Room 3' will also be open during morning and afternoon tea if there needs to be more space for people to move amongst the tables, getting their tea/ coffee.

If you have a special diet, and cannot find your food during these times, check if Australia Room 3 is open, and look there.

## Amenities at the Summit

**At previous Autism CRC functions, there have been “chill-out” spaces, and coloured dots which people could have on their name tags to make sure our personal space and sensory needs are met.**

### **Will these be available at the Summit?**

Yes. There is a sensory room available for you to take time out to yourself, if you need it.

Dots will be small round coloured stickers, and they can be collected at the registration desk.

Use the coloured dots to let others know if you want to talk or want some space. You can put these dots on your name tag and change them whenever you want. These mean:



A green dot sticker = “I am happy to engage in conversation.”



A yellow dot sticker = “I don’t feel like an in-depth conversation, just a quick chat.”



A red dot sticker = “I would prefer to be left alone.”

At registration, if you cannot see the dots, you can ask, “Can I have a dot?” Choose the colour that makes you feel most comfortable. If you are not sure which one you will want, you can take one of each colour.

If you lose your dot, if it gets stuck somewhere unwanted, or if you wish to change your colour at any time, you can obtain a new dot from the Autism CRC staff. Look for their name badges.

There will also be a black dot sticker for those who do not wish to be photographed. (more information about photography and videoing can be found on on p. 10)



A black dot sticker = “Please do not photograph me.”

## Amenities at the Summit (continued) –.

### **Is there a prayer room at the Summit?**

If you need to have access to a prayer room, the Novotel can make a private space available on the day of the Summit.

### **Are there designated smoking/ vaping areas in or around the Summit?**

The Novotel is a non-smoking Hotel and they provide no separate smoking area within the Hotel surrounds. If you need to take a smoking break, you will be required to leave the Summit and head out on to Collins Street.

### **Where can I charge my laptop/ tablet/ mobile phone/ device?**

Each room in the Novotel has plug outlets. Make sure to grab a seat near one to charge your device!

### **Is there free WiFi?**

Yes. The Novotel has free WiFi for Summit attendees.

### **What is the WiFi password?**

This will be provided to attendees on the day.

## Photographs and Videos of the event

### **Will there be photography and videography allowed at the event?**

Yes. There will be an official event photographer present, who will be taking photos for the organisers to use in marketing and communication material. There will also be videos taken of the presentations.

You may also take photographs of the event yourself.

### **What if I don't want to be photographed on the Summit day?**

There will be a black dot sticker available at the registration desk which you can put on your name tag if you don't want your photo taken. The photographer knows to look for these dots and will not take your photo. There will also be seats marked as being out of the line-of-sight of the video cameras.

If a photograph is taken of you by accident, no photographs of people with black stickers on their name tags will be used in promotional materials.

If you are still concerned, the best way to ensure the official photographer does not take pictures of you is to approach them directly and let them know. You can also send an email to [aws@untapped-group.com](mailto:aws@untapped-group.com) with an attached photo of you, so we can identify you.

Finally, if, despite these precautions, any photos of you are taken and displayed, we will remove them from public display immediately if asked.

### **If I want copies of photographs with me in them, how do I get those?**

Ask the photographer, and send an email to [aws@untapped-group.com](mailto:aws@untapped-group.com) with an attached photo of you, so we can identify you.

### **Is there a release form I need to sign for the photographs of me?**

No. This is a public event, so the public photography laws apply.

### **Can I share photos and videos that I take to social media?**

You can!

### **Is there a special hashtag that the Summit is using?**

Yes. We are using two hashtags:

[#AutismAtWork](#)

[#AutismSummitOz](#)

## Food and Drink

### **Is the Summit an alcohol-free event?**

The Novotel is a licensed venue. However, the Autism at Work Summit catering will only provide non-alcoholic beverages, such as sparkling water, still water and fruit juices

### **What food will be provided during the Summit?**

All meals (morning tea, lunch, afternoon tea) will be provided during the Summit. There will be a variety of options at lunchtime, including sandwiches, salads and possibly hot foods.

### **What about my dietary requirements?**

The Novotel can cater to dietary requirements. However, you must notify the Autism CRC *before* the event to ensure your dietary requirements are met on the day. You can email them: [hello@autismcrc.com.au](mailto:hello@autismcrc.com.au) with the subject, "Autism@Work Summit – Urgent Dietary Needs".

If for some reason you have not been able to let anyone know of your dietary needs before the Summit, make your needs known at registration and we will do what we can to support you.

### **Can I bring food and drink from external venues into the Summit?**

Yes. However, please remember that some people attending the Summit may be uncomfortable with the smell of fast food or sandwich items. You can bring beverages, so long as they are in a closed container or cup.

## Nearby facilities

### **What are some good restaurants in the area?**

The Summit is located in the Melbourne CBD, so there are plenty of spots nearby to grab something to eat. You can find eateries in the arcades, along Swanston Street and Collins Street. If you are a real coffee buff, we recommend "Brunetti" at 250 Flinders Lane, or "Three Drops Espresso" at 227 Collins St.

### **Where are the nearest banking institutions/ ATMs located?**

There are a range of ATMs nearby. There is a Westpac ATM on the corner of Swanston and Collins Streets. There are Bank of Melbourne, HSBC, ANZ and Bendigo Bank ATMs on Collins.

## Emergency Information

### **What if there is an emergency on the day; what will I have to do?**

The Novotel has supports in place for all guests and Summit attendees in case of an emergency. If there is an emergency event, we will calmly follow the instruction of the Novotel staff.

### **If I have any sudden medical issues on the day of the Summit, where might I find a pharmacy or medical facility?**

For emergencies, call 000.

There is a doctor's surgery that takes walk-ins located 5mins walk from the Novotel: at Level 3, 255 Bourke Street, Melbourne.

The nearest pharmacy is 'My Chemist', located at 128-132 Elizabeth Street, in the Walk Arcade.

### **Where will first aid be on the day; who is the First Aid Officer?**

The Novotel will have first aid facilities. We will make this information clear on the day, but if you are unsure what to do at any time, look for a CRC staff member, who you will be able to identify by their name tags.

## Other questions

**Last year, there was an Autism Employment Expo running in conjunction with the Summit. Will this be happening again this year?**

No.

**Can I bring a friend to the Summit; a person who hasn't registered?**

As a general rule, no. This is because there are limited seats at the Summit.

However, if you are heading into the event and you feel as if you really need a support person to stay with you during the Summit, you can bring them and ask the staff at the registration table if your support person can attend with you.

**Will there be a chance for me to give my feedback about the Summit?**

Yes! An online survey will be sent to everybody who attends the Summit asking for their feedback.

**What if I have another issue on the day; who can I speak to for help?**

Find a Summit Staff Member. They will have Autism CRC name tags.