

Sydney, Australia

1-5 May 2023

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## JOINING INSTRUCTION

### 2023 AAPTC ANNUAL GENERAL MEETING AND WORKSHOP



*STRONGER TOGETHER: ENHANCING TRAINING STANDARDISATION  
AND EMERGING CAPABILITIES*

## GENERAL

1. This Joining Instruction provides general administrative arrangements for the Association of Asia-Pacific Peace Operations Training Centers (AAPTC) Annual General Meeting (AGM) and Workshop from 1 – 5 May 2023 in Sydney, Australia.
2. The theme of the conference is '*Stronger Together: Enhancing Training Standardisation and Emerging Capabilities*'.

## AIM

3. The aim of the overall conference is to provide a platform and opportunities to establish and maintain positive and collaborative relationships in order to enhance regional and global efforts in peace and security. The workshop will endeavor to inform and provide participants on relatively new UN Specialised Training Materials and courses and best practice for implementation; the process and conduct of UN ITS recognition; and emerging capabilities required to meet the demands of complex and challenging UN mission environments.

## KEY TIMINGS

4. Key dates and timings for the conference are below. The Program of Events is contained in Enclosure 1. Please note that the official conference working days are Monday to Wednesday of the conference week (1 – 3 May 2023).

Activity	Date
Send participant data to Conference Coordinator	Wednesday, 1 March 2023
Complete conference registration	
Complete hotel booking	
Commanders and SI's send respective presentation topics for break-out sessions to the Program Coordinator	Friday, 31 March 2023
Cut-off date for Novotel booking at special rate	Sunday, 1 April 2023
Training Centre Data Collection due	Friday 14 April 2023
Final version of the presentations are due to the Program Coordinator	Sunday, 30 April 2023
Arrival and registration	
Opening ceremony	Monday, 1 May 2023
Welcome ice-breaker at Novotel Darling Harbour	
Closing ceremony	Wednesday, 3 May 2023
Official Dinner ( <i>cruise on Sydney Harbour</i> )	

Taronga Zoo visit	Thursday, 4 May 2023
Check out and departure	Friday, 5 May 2023

## REGISTRATION

5. Each invited country is invited to nominate a *maximum of two participants* to attend the conference. All participants must register at the following link no later than Wednesday, 1 March 2023:

<https://adc.eventsair.com/association-of-asia-pacific-peace-operations-training-centers-conference-2023/1>

6. All participants are encouraged to arrive at the Novotel lobby by (no later than) 8pm on Sunday, 30 April 2023 for in-person registration. Participants will be provided with a name tag and a goodie bag containing the updated Program of Events, merchandise, and additional information.

## TRAINING CENTRE DATA COLLECTION

7. All peacekeeping training centres are to complete the Training Centre Data sheet at Enclosure 2 by 14 April 23.

## CONFERENCE VENUE

8. The conference will take place at the *Novotel Sydney on Darling Harbour*. The details are as follows:

- a. Novotel Address. 100 Murray Street, Circular Quay - Darling Harbour, NSW 2000.
- b. Novotel contact number. +612 9934 0000.
- c. Website: [www.novoteldarlingharbour.com.au](http://www.novoteldarlingharbour.com.au).

## ACCOMMODATION

9. It is recommended participants stay at the Novotel Sydney on Darling Harbour where the conference is being held. A special rate of \$310 per night including breakfast has been negotiated for 2023 AAPTC participants, and includes the following:

- a. Outdoor pool from open 6am to 9pm.
- b. Full size outdoor floodlit tennis court and gym.

- c. Premium Wi-Fi.
  - d. Dry cleaning and same-day laundry as participant's own cost.
  - e. 24 hour in-room dining.
  - f. Secure undercover car parking is available at \$59 for a 24-hour pass.
10. Please read the Novotel's strict policy on payment and cancellations. Please note that a credit card is required to be provided at the time of booking and will be charged in full at 60 days prior to arrival. At 60 days prior to the arrival date, any cancellation / reduction in the length of stay will incur 100% full cancellation of all nights booked.
11. Participants can book accommodation at the Novotel by using the following link: <https://www.idem.events/r/aaptc-2023-dad736bc>. The Event Name is 'AAPTC 2023'. The cut-off date for booking the Novotel at the special rate is 1 March 2023.
12. **Alternate accommodation.** Participants are free to book any hotel they choose, though it is suggested to book accommodation near Darling Harbour, Sydney. The following alternate hotel are recommended, but there is no 2023 AAPTC discount organized for them:
- a. Ibis Hotel Darling Harbour (70 Murray Street, Darling Harbour NSW 2000). 3 star, next door to conference hotel, cheaper.
  - b. Holiday Inn Darling Harbour (68 Harbour St, Haymarket NSW 2000). 4 star and slightly cheaper prices compared to the Novotel.
  - c. Hotel Kith Darling Harbour (131-133 Murray St, Pyrmont NSW 2009). An excellent budget hotel in walking distance to the Novotel.

## FLIGHT SCHEDULES

13. Please be aware when booking flights that the check-in time for the Novotel and most other hotels is 3pm. You will not get access to your room prior to this, however luggage may be stored at reception if you would like to explore the area.

## TARONGA ZOO VISIT

14. Participants are encouraged to attend the Taronga Zoo Visit on Thursday, 4 May 2023. Those who indicated that they are attending the zoo visit on their registration form will be transported to the zoo and given a zoo ticket (both free of charge). More information on the zoo is found here: [www.taronga.org.au/sydney-zoo](http://www.taronga.org.au/sydney-zoo).

15. There is no organised tour of the zoo itself, so participants are free to walk around the zoo for as long as they require, then arrange and pay for their own transport back to their hotel. Options for return transport are as follows:

- a. Sydney Ferry (best option). From Taronga Zoo to Circular Quay (travel time is 12 minutes and costs approx. \$8.00 AUD), then either walk or taxi back to your hotel.
- b. Taxi. Pending traffic, a taxi from Taronga Zoo to Darling Harbour could take 25-50 minutes and cost around \$55.00-\$65.00 AUD.
- c. Bus. The 100 Bus (Mosman to City) operates between Mosman (Taronga Zoo Sydney) and the Queen Victoria Building in Sydney City Buses will run every 10 minutes in the day and every 20 minutes in the early morning and late at night.
- d. Hire car. Parking is available at Taronga Zoo Sydney, entry from Bradleys Head Road. The all-day parking rate is \$22. For guests entering prior to 4.00pm, the parking is a flat rate of \$22 for the whole day, or free if entering and exiting within 90 minutes.

### **OFFICIAL DINNER (SYDNEY HARBOUR CRUISE)**

16. The official dinner will be held on Sydney Harbour on a cruise ship. This will be the Wednesday evening and only open to participants and invited guests by AAPTC. Further details will be provided during the conference. Dinner and soft drinks will be free.

### **ENTRY VISA TO AUSTRALIA**

17. The acquisition of visas, if necessary, is the participant's responsibility. Participants in need of visas are requested to obtain them in their respective home countries before commencing travel.

### **COVID-19 REQUIREMENTS**

18. Keep up to date on any COVID-19 entering and leaving Australia requirements on the Australian Government Department of Home Affairs website: [www.homeaffairs.gov.au/covid19/entering-and-leaving-australia](http://www.homeaffairs.gov.au/covid19/entering-and-leaving-australia).

19. Please note that participants entering Australia from China, Hong Kong, and Macau from 5 January 2023 must provide a negative COVID-19 test undertaken within a 48-hour period prior to the day of their scheduled departure for Australia.

20. The use of face masks is optional for the duration of the conference (unless Australian guidelines change prior to the conference), and all participant's personal choice will be respected.

## **TRAVEL ARRANGEMENTS**

21. Participants are responsible for the booking of their own flights and all travel. Please provide a copy of your travel flight itinerary to the Conference Coordinator (details at the end of this Joining Instruction).

22. Participants arriving at Sydney Kingsford Smith International Airport will be greeted by a uniformed ADF member from the Peace Operations Training Centre holding an AAPTC sign at the exit gate. This member will direct participants to the taxi rank where they will travel to their accommodation. Participants are responsible for the cost of the taxi, which will be approximately \$52.00 AUD and take 25-35 minutes.

23. On departure, participants can order a taxi at their hotel reception to Sydney Kingsford Smith International Airport, and will again be responsible for the cost of this taxi.

## **MEALS AND CATERING**

24. The Novotel provides a buffet style breakfast for those accommodated at the hotel. Lunch will be provided free-of-cost on 1 – 3 May 2023 for all participants. Two tea/coffee breaks will be served throughout the conference days.

25. All dietary requirements or restrictions should be clearly indicated during conference registration due on 1 March 2023.

## **DRESS CODE**

26. The participant dress code for the conference is as follows:

- a. Opening and Closing Ceremonies.
  - (1) Military: Military uniform.
  - (2) Civilians: Formal / business attire.

- b. Official Working days.
  - (1) Military: Military uniform.
  - (2) Civilians: Formal / business attire.
- c. Ice breaker. Smart casual (i.e collared shirt, slacks/jeans and closed-in shoes).
- d. Taronga Zoo trip. Casual with comfortable walking shoes, water bottle and hat.
- e. Official Dinner. Smart casual (i.e collared shirt, slacks/jeans and closed-in shoes).

## **HEALTH INSURANCE AND MEDICAL AID**

27. The provision of health and travel insurance, including medical and dental coverage or any COVID-19 testing fees, is an individual responsibility. Participants are highly encouraged to obtain international medical insurance coverage while attending the conference. The cost of any medical services will be the responsibility of the participant.

28. The Conference Coordinator will ensure the following medical support is available:

- f. Minor injuries/illness. Basic first aid rendered by the qualified Australian Defence College (ADC) Events first aider. A medical kit will be present at all times.
  - g. Serious injuries/illness. Basic first aid rendered and an ambulance called to the location of the patient. Medical evacuation will occur to the closest hospital and the Conference Coordinator will alert the member's respective embassy. The national emergency number in Australia is '000'.
29. Please ensure you bring an adequate supply of any prescriptions and medication with you to the conference.

## **WEATHER AND TIME ZONE**

30. In May, the average daytime temperatures in Sydney are generally around 16°C and hardly fall below the average low of 12°C. The peak temperature of the month can reach a pleasant 20°C. There is a fair chance of rain during the month of May.

31. The time in May 2023 is Australian Eastern Standard Time (AEST) UTC +10.

## **CURRENCY INFORMATION**

32. Australia's national currency is Australian dollars (AUD). As at 18 January 2023, 1 Australian Dollar equals 0.70 United States Dollar. Banks and ATMs are available in or around most hotels to withdraw cash. Credit/debit cards are widely accepted. Please check with your own credit/debit card company for details on international acceptability and charges.

## **ELECTRICITY**

33. Australian electricity runs on 220-240 V and 50 Hz. Please make sure your electronics accept 220 – 240 volts (V). Bring a Type I plug adapter to Australia if your plug won't fit into an Australian power outlet.



## **CONCLUSION**

34. The Peace Operations Training Centre forward to having a collaborative, valuable, and productive engagement with all AAPTC participants. We hope to create a conference environment that allows you to actively contribute in discussions and to share your peacekeeping and training experiences with all the participants.



**POINTS OF CONTACT**

35. The points of contact for any queries regarding the conference are as follows:

a. Program Coordinator: Lieutenant Colonel Darleen Young

(1) Email: darleen.young@defence.gov.au

(2) Mobile: +61414 959 009

b. Conference Coordinator: Major Luke Baldacchino

(1) Email: adf.potc@defence.gov.au

(2) Mobile: +61423 735 352

c. Registration: Major Lyndsay Freeman

(1) Email: lyndsay.freeman@defence.gov.au

(2) Mobile: +61401 905 717

**Enclosures:**

1. Program of Events
2. Training Centre Data Collection 2023

## 2023 AAPTC Annual General Meeting and Workshop

### Program of Events

Timing	Activity	Responsibilities	Comments
<b>Sunday, 30 April 2023</b>			
Participants arrive at Sydney International Airport, take a taxi to their hotel, and conduct registration at the <i>Novotel Sydney on Darling Harbour</i> (100 Murray Street, Circular Quay - Darling Harbour, NSW 2000)			
<b>Day 1 – Monday, 1 May 2023</b>			
AM			
	Registration		
	VIP Reception		
	Opening ceremony		
	<i>Break</i>		
	Keynote Address TBA		
	Keynote Panel TBA		
PM			
	UN FGS and SFGSCS Information sessions		
	UN ITS Information sessions		
	Icebreaker		
<b>Day 2 – Tuesday, 2 May 2023</b>			
All day	COMDT and Senior Training Instructor Breakout sessions	MS COMDT and MS SI	10 min presentation
	COMDT and SI Breakout Back briefs	ADF POTC and Secretariat	
	Time for Sidebars	TBA	
<b>Day 3 – Wednesday, 3 May 2023</b>			
AM	AAPTC AGM		
PM	Closing Ceremony		
	Conference Dinner – Sydney Harbour		
<b>Day 4 – Thursday, 4 May 2023</b>			
AM	Cultural Activity- Sydney Taronga Park Zoo		
<b>Day 5 – Friday, 5 May 2023</b>			
	All Depart		

