



2023 CDM Annual Workshop – general information and social script



Australian Government
Australian Research Council



THE UNIVERSITY
of ADELAIDE



Australian
National
University



THE UNIVERSITY OF
MELBOURNE



SWINBURNE
UNIVERSITY OF
TECHNOLOGY



THE UNIVERSITY OF
SYDNEY



THE UNIVERSITY OF
WESTERN
AUSTRALIA

General]

- The CDM annual workshop will be held at the Stamford Grand Adelaide, located at 2 Jetty Road, Glenelg
- Instructions on how to get there, key information and the program can be found on the confluence page:

[2023 CDM Annual Workshop - Collaboratively striving for success - \(Public\) ARC CoE for Dark Matter Particle Physics - Confluence \(atlassian.net\)](#)

Checking in and out]

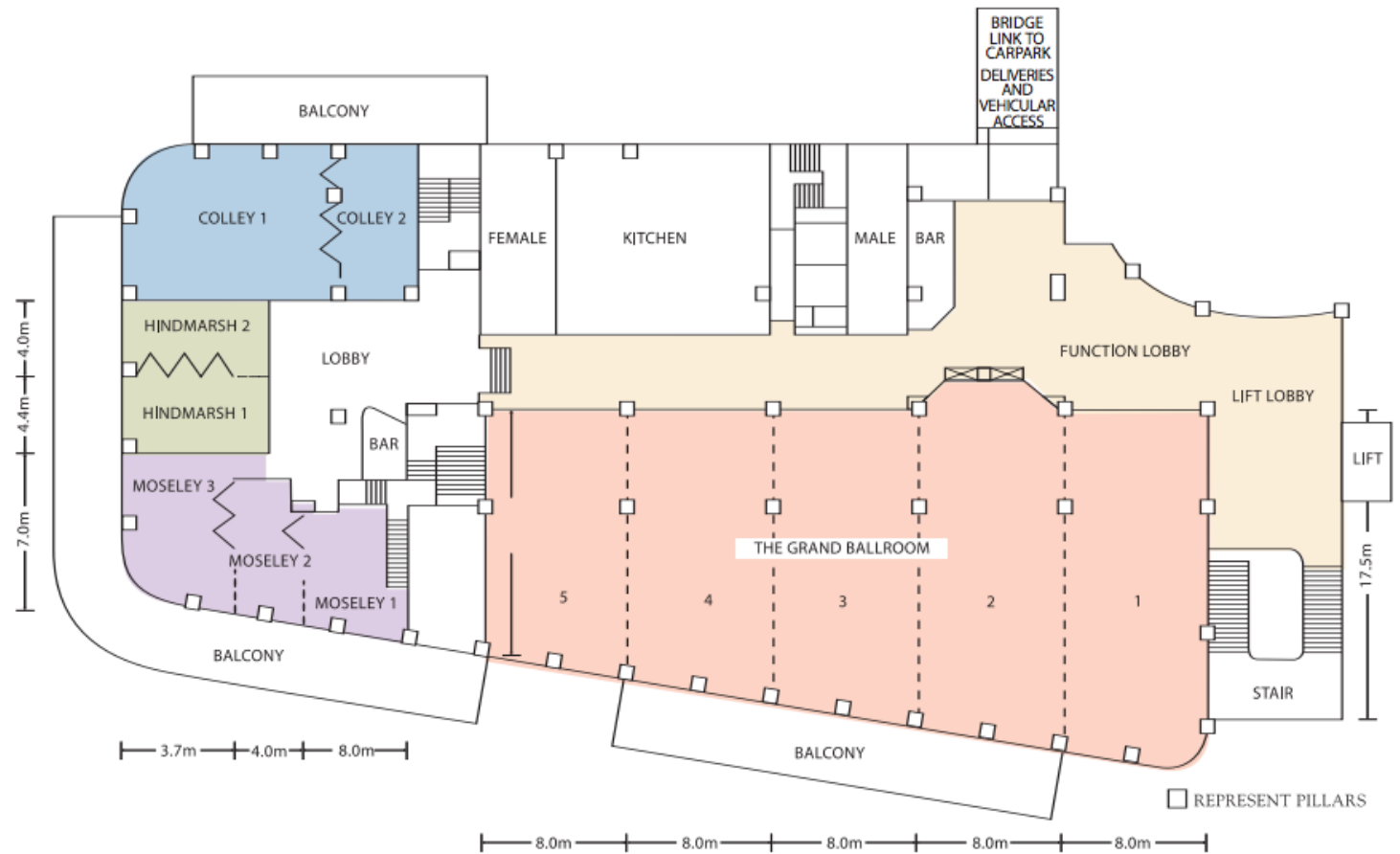
- The names and check in/out dates of all attendees staying at the Stamford have been provided to the hotel
- Check in is from 2pm on the day you arrive and you can collect your room keys from reception
- Additional costs such as room mini-bar, additional meals from room service, bar drinks etc will all need to be paid for individually on checkout
 - For people sharing rooms, please work this out with your room mate before check out

Name badges]

- Workshop attendees are required to wear their name badges at all times during the Workshop.
- Entry to Breakfast, Lunch, Reception/Poster Session and Dinner will require your name badge to gain entry.
- Your name badge will have a sticker on the back for an activity on Wednesday of the workshop, please do not remove it

General]

- The main areas that the workshop will be held are on level 1 of the Stamford.
- There are stairs and lifts to level 1
- Free Wi-Fi for all guests: Wireless@Stamford



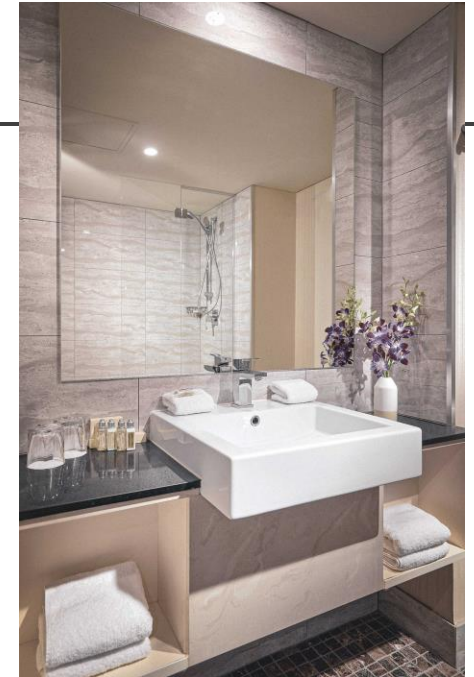
Accommodation

- Twin share rooms - have two queen size beds and a shared bathroom
- Single rooms – have a king size bed and bathroom
- Rooms will have a view of either the beach or city
- Some rooms may have a balcony



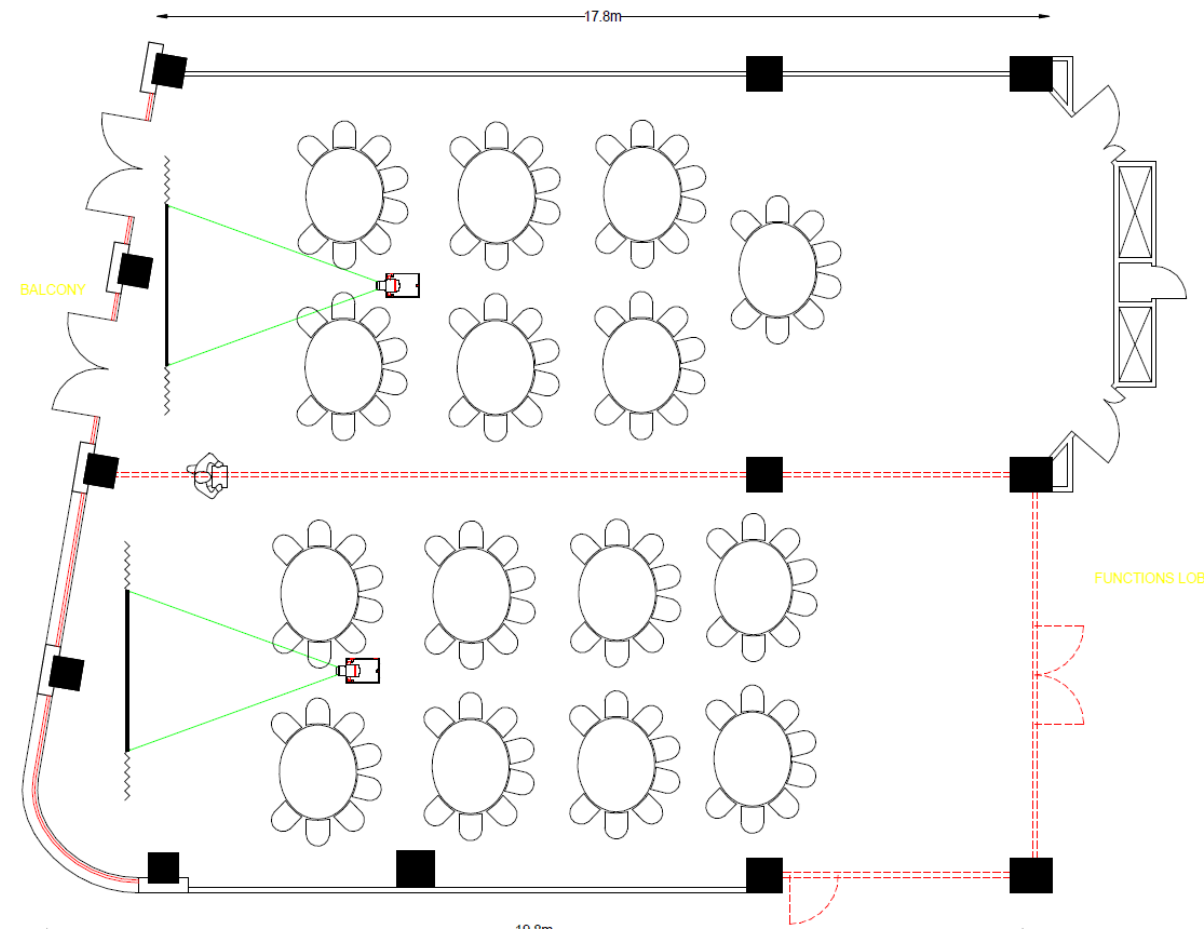
Accommodation amenities

- Rooms have tea and coffee making facilities
- 24 hour reception and room service is available to all guests
 - any items purchased via room service will be a personal expense
- Desk space is provided in each room
- All bathrooms have a shower, some will have a shower over a bath



Main ballroom

- The workshop will be held in ballrooms 1 and 2
- Tables will be set out in cabaret style as per the image
- For most sessions, I can sit anywhere
- There will be some sessions where I am asked to sit on a certain table
 - The Neurodiversity Workshop and the Speed Mentoring Session



Main ballroom



- The room is large and has a balcony directly outside that can be accessed at any time
- I can ask for curtains to be closed if it is too bright
- I can bring sunglasses and headphones to wear during any session

Poster session]

- The poster session will be set up in Ballroom 3 and there will be plenty of space to move around
- Presenters will be expected to stand next to their poster to answer questions during the session
- I can stop to read the poster
- I can ask questions to the presenter, or can continue moving around the room
- Alcohol will not be served at the poster session
- I can take a break from the poster session if it is too loud
- I can move to the foyer or Ballroom 4 for a break

Photography]

- Photos will be taken during the event. If I do not wish for my photo to be used in Centre social media or reports, I will notify Anita Vecchies (anitacv@unimelb.edu.au)
- There will be a group photo on the Wednesday at 5pm on the lawn outside the Stamford
- There will be a professional photographer during the poster session who will take some casual photos and set up a photo booth where Centre members can get a more professional photo taken.
 - I do not have to get a professional photo taken

Daytime meals]

- Breakfast will be served in the Promenade Restaurant
- Morning tea, lunch and afternoon tea during the workshop will be provided in the function lobby area outside the main ballroom
- On the Thursday, lunch will be provided in individual lunch boxes
- I can eat my meal in the function lobby, at the tables in the ballroom or take my packed lunch on Thursday to my room or outside

Workshop dinner – Thursday night]

- The main workshop dinner and awards will be from 6:30-9:30pm on Thursday 30th November
- This will be a three course sit down dinner with unallocated seating
- Dress is smart casual
- The dinner will be a casual event with some background music
- In between courses, attendees are free to move around and socialise with other attendees
- There will be a short presentation of Centre awards between entrée and main course
- Alcohol will be served at the bar during the dinner

Special dietary]

- If you have indicated that you have a special dietary requirement, there will be a separate table with each dietary noted and some individually labelled meals for people with more specific requirements
- The table will be managed by a Stamford staff member
- During the poster session, there will be some specific platters providing vegan and gluten free options
- During the workshop dinner, Stamford staff will identify where you are sitting at the beginning of the evening so that your specific meal can be brought to you

Other dinners

- For other meals not covered at the workshop, such as dinner on the Tuesday and Wednesday you should speak to your local node administrator for per diem/reimbursement allowances
- The Stamford has dining and bar facilities (see details on following slides)
- There are also many other options within walking distance

Stamford dining facilities

- [Promenade Restaurant](#) – recommend you make a reservation which you can do by phone, e-mail or online
- smart casual attire
- open 7 days a week for dinner (5:30-8:30pm)
- ground floor overlooking the beach

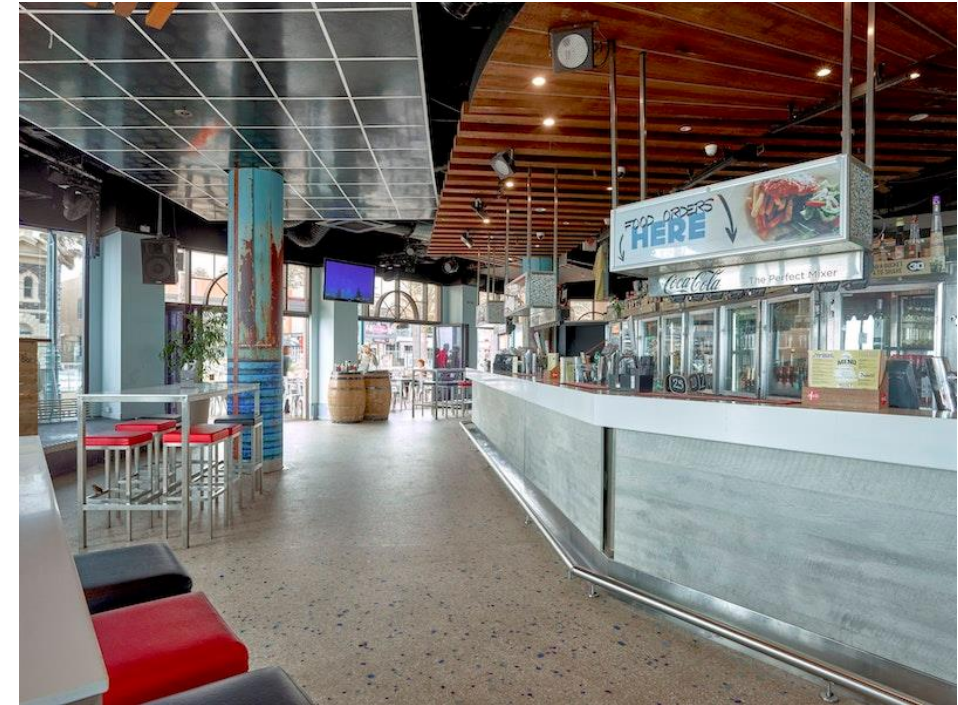
Stamford dining facilities

- [Horizons Cocktail Lounge](#) - reservations not required but you can book
- smart casual attire
- open 7 days a week from 4pm until late
- ground floor overlooking the beach



Stamford dining facilities

- [The Grand Bar](#) – reservations not required but you can book
- smart casual attire
- open 7 days a week 12pm until late (dining 12-7pm)
- ground floor
- order food from the counter
- likely to be noisier than other venues



Program]

- The agenda for the CDM annual workshop will be kept up to date on Confluence: [2023 CDM Annual Workshop - Collaboratively striving for success - \(Public\) ARC CoE for Dark Matter Particle Physics - Confluence \(atlassian.net\)](#)

Quiet spaces/break out rooms]

- During the workshop the main sessions will be held in Ballroom 1+2
- Quiet/break out options during the workshop include:
 - Your hotel room
 - The function foyer (except for break times when it will be noisy)
 - Ballroom 4 on Tues, Wed and Fri
 - Ballroom 5 on Thurs
 - Go for a walk along the promenade
- Ballroom 4 (and 5 on Thursday) will be used by the professional staff for some meetings but they will be up one end of the room and there will be parts of the room that can be used as quieter areas

Other facilities]

- The Stamford gymnasium, pool and sauna are currently being renovated and are not accessible
- There is a public gaming room on the ground floor
- This will not be part of the workshop activities and you do not have to go there
- It is likely to be noisy with bright colourful lights
- <https://www.gamblinghelponline.org.au/>

