

Good afternoon Sessional Academics,

Thank you for your interest in attending the **Sessional Academic Program (SAP) Conference this Saturday 15th March**. Your details have been added to the registration list. We have some important information to pass on to you prior to your attendance. Please read through the below details.

A reminder that the Sessional Academic Program (SAP) conference for Semester One will be held at the **Gardens Point Campus**. If you are unfamiliar with the Gardens Point Campus, maps can be downloaded from http://www.qut.edu.au/about/location/map_gpcol.pdf. **If you are having difficulties in locating the registration desk on Saturday morning, please contact TALSS mobile 0434-600-626 for further assistance.**

Registration will be open from 8:15 am on level 4 (atrium level). Access to level 4 is available via the lifts from the Z Block car park; S Block car park to level 4 and across the walkway; external stairwells from ground level to level 4, Z Block; external walkway bridge from the library (V Block) to level 4, Z and S Blocks. **We ask that you sign in upon arrival**. This will assist the TALSS staff members with updating your HR records in the following weeks. This will also assist you with your PPR's in the future.

The Program commences promptly at 9:00 am. Please allow sufficient time for travelling, parking and registration. A final hardcopy version of the program will be made available for all participants and presenters on Saturday. However, please feel free to peruse the current draft version via our website: <http://www.talss.qut.edu.au/staff/staffdev/developingte/sessionalaca.jsp>

There will be a St. Patrick's Day parade in the CBD area from 10:30 am. It is possible that some of the surrounding streets near the city mall area may be closed to traffic in the morning. If you are planning to drive, please allow sufficient time to navigate through the CBD area.

If you are planning to drive to Gardens Point Campus, **limited all day Pay and Display Parking will be available under S, Z and C Blocks. Tickets will be available from the Gardens Point Security Gate from 8:00 am. To make the payment process easier for the Security Guards on duty, please have correct money available. Parking permits will be \$10.00 each**. Some street parking in the surrounding streets in the CBD area may be available. Hourly Pay and Display parking may also be available under the freeway, next to the campus. Please note that there is a 4 hour limit, including weekends and all vehicles must be moved after 4 hours (a parking fine may be incurred).

There are sufficient public transport options available. Gardens Point Campus is within easy walking distance from the CBD area. Further details are available via the Queensland Public Transport website: <http://www.transinfo.qld.gov.au/>

If you are absentee voting at City Hall, further details are available via BCC website: http://www.brisbane.qld.gov.au/BCC:BASE::pc=PC_1986

The following catering will be provided for all participants and presenters - Arrival tea and coffee, morning tea and lunch. Afternoon tea will not be provided. We are fortunate to have a caterer who regularly caters for functions at Parliament House. The caterer has been used for previous functions with TALSS this year and has provided an exceptional high level of service. Unless you have indicated special dietary requirements, the standard menu will be available. **If you do have a special dietary requirement and have not yet indicated it in your registration, please contact Bree Williams on 3138-9796 or via teach@qut.edu.au immediately.**

Attendance allowance claim forms will be handed out and collected on Saturday afternoon (forms will not be collected after Saturday). You will need to have your **employee number (also located on your staff card)**. You will not be required to provide any personal banking details on the day. If you are a new staff member and do not have an employee number yet, **please ensure that you include your contact details, school and faculty on the form when completing**. Your payment form will be processed once your HR details have been finalised. Due to the large volume of payment forms to be processed, please be aware that there may be some delays in receiving the allowance in your next pay cycle. Further delays may also be experienced if forms are not completed correctly. **We ask that you also include a contact number and email address in case the Divisional Finance Officer may need to contact you to clarify further details.**

Sessional Academic Program, 15 March - Important Notices [email sent 12/03/08 4:30pm]

If you wish to take notes during your sessions, we recommend that you bring along a pen and notebook. Several sessions will have handouts available on the day. All session materials will also be made available after the conference on our website:
<http://www.talss.qut.edu.au/staff/staffdev/developingte/sessionalaca.jsp> . Please allow 1 week for presenters to upload resources.

If you have any additional enquiries, please do not hesitate in contacting TALSS on 3138-9796, 3138-9797 or 3138-8626 during normal business hours or via teach@qut.edu.au .

We look forward to seeing you on Saturday morning.

Regards,
Helen, Bree and Kellie

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