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2018/CSAE/010

Administrative Circular

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Submitted by: Australia



**5th Chief Science Advisors and
Equivalents Meeting
Brisbane, Australia
25-26 October 2018**



2018 APEC Chief Science Advisors and Equivalents meeting and official side events

Administrative Circular

22-26 October 2018, Brisbane, Australia

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1. Welcome and introduction

On behalf of the organising committee, Papua New Guinea, Australia and the United States extend a warm welcome to all delegates travelling to Brisbane, Australia to participate in the 2018 meeting of Chief Science Advisors and Equivalents (CSAE) and official side events from 22 to 26 October 2018.

This Administrative Circular provides information on all associated APEC meetings as well as details on administrative procedures, meeting logistics and general requirements for all participants. Enquiries or requests for further information can be sent to:

AustraliaAPEC.PPSTI@industry.gov.au.

The APEC Information Desk at the Brisbane Marriott Hotel will provide updated information regarding the contents of this Administrative Circular on arrival and during CSAE Meeting and official side events.

Papua New Guinea, Australia and the United States wish all delegates a productive and pleasant stay in Brisbane.

1.1. About the APEC Chief Science Advisors and Equivalents (CSAE)

The APEC CSAE was established in 2012 as a point of dialogue within the APEC community on the role of science in policy formation and on public policies of science and innovation. The CSAE Terms of Reference were endorsed at the third Senior Officials Meeting (SOM), held on 29 August 2016.

The primary role of CSAE is to assist APEC economies by promoting the use of scientific evidence in government policy formation and formulation. This is separate and distinct from the purpose of the APEC Policy Partnership on Science, Technology and Innovation (PPSTI), which supports the development of science and technology cooperation. It also effects science, technology, and innovation policy recommendations in APEC through collaboration between governments, academia, the private sector and other APEC fora.

At a practical level, CSAE plays a major role in addressing common issues of a scientific nature that span across economies, particularly in assisting governments to prepare for issues concerning the internet, digital trade and inclusive growth. Past themes explored by the CSAE include emergency management, developing human capital in risk management and climate change.

The first three years of CSAE operation were reviewed in 2015. It was agreed that the group provided a valuable forum but that it should not operate in isolation from other components of the APEC system, and would function best when responding to requests from the Economic Leaders, Ministers, Senior Officials and other parts of the APEC system, including PPSTI.

According to the CSAE Terms of Reference, the CSAE will have a term of three years to the end of 2019, after which SOM will review the work of CSAE and decide whether to extend its mandate.

1.2. APEC CSAE 2018 meeting objectives

This year's CSAE meeting comes at a critical time as the forum enters the second half of its three year term. The timing also coincides with the commencement of ground breaking work by the APEC 2020 Vision Group to revise APEC's overarching Bogor Goals (1994), to better respond to present and future challenges and opportunities of the region.

The APEC 2020 Vision Group's initial report noted the region's emerging middle class, financial sector risks, technological disruption and the need for greater inclusive growth as key factors affecting APEC's objective of a more prosperous and inclusive Asia-Pacific beyond 2020.

Given the potential of science, technology and innovation to support economic, sustainable and inclusive growth within the region, this year's CSAE discussions will comprise a series of thematic policy and sector based discussions, informed by scene setting presentations, and conclude with a general discussion on the role of science and innovation in supporting the APEC goals beyond 2020. A representative from the APEC 2020 Vision Group has been invited to participate in this discussion.

The key objectives for the 2018 CSAE meeting are to:

- discuss and agree on arrangements for the 2019 CSAE review,
- develop recommendations arising from each of the thematic discussions -
 - Workforce capability
 - Public understanding of science
 - Tropical health and medicine
 - Agritech
- develop one or more recommendations from the general discussion on the role of science and innovation in supporting the post-2020 APEC goals, and
- in light of meeting findings, draft outcomes for consideration by the 2018 APEC Leaders Statement.

The draft CSAE Agenda has been circulated with this Administrative Circular. Copies are also available on request from the APEC CSAE Program Director, Ms Liu Zhongzhen (lzz@appec.org).

1.3. Official side events

The organising committee is pleased to present an exciting suite of official side events to the 2018 CSAE meeting, made possible through support from the APEC Women in the Economy Sub-Fund with contributions from the governments of Australia and the United States.

These events support APEC's objective of enabling economic and inclusive growth by promoting favourable framework conditions for vulnerable groups (women; indigenous; rural; young) in the region, enabling these groups to make full use of their Science Technology Engineering and Mathematics (STEM) and entrepreneurship skills.

Planned events will take a multi-faceted approach (training, economic case studies, workshops on policies and practices, and private sector engagements) to address how we, as a region, engage more women and people from vulnerable communities to engage in science, business, academia and government. Specifically, these side events seek to:

1. Build capacity to support and lead successful startups in APEC economies in areas related to science, technology and innovation, including those from vulnerable or otherwise disadvantaged backgrounds.

2. Provide networking opportunities to foster further STEM innovation and entrepreneurship by women and other vulnerable populations in the APEC region and expand opportunities for public-private-partnerships.
3. Build and promote the business and economic case for advancing women and girls in STEM across APEC through implementation of the APEC Women in STEM Framework.

The event schedule, including attendance requirements, is outlined in Section 2.2 of this circular, with further details at Annex 1.

2. Important arrangements

2.1. Critical dates

Delegates are kindly asked to note the following deadlines:

Date	Item
11:59PM (EDT), Thursday, 6 September 2018	GIST Entrepreneurs Training workshop nominations close.
5:00PM (AEST), 25 September 2018	Brisbane Marriot Hotel bookings close.
Sunday, 30 September 2018	Brisbane Marriot Hotel to complete credit card charges for accommodation.
Monday, 15 October 2018 (TBC)	Online registration to attend the CSAE 2018 meeting close.
Monday, 15 October 2018 (TBC)	Attendance at the APEC CSAE 2018 meeting is restricted to members (APEC Chief Scientists). Non-members, including invited guests (such as the Forum of Australian Chief Scientists) must be endorsed by CSAE through the APEC CSAE Program Director - Ms Liu Zhongzhen (lyz@apec.org) no later than 15 October 2018 .
6:00PM (GMT-8), Wednesday, 17 October 2018	CSAE meeting papers submitted to APEC Secretariat (Program Directors)- Ms Liu Zhongzhen (lyz@apec.org). Please copy (cc) AustraliaAPEC.PPSTI@industry.gov.au .
8:00AM (AEST), Monday, 22 October 2018	ID badges will be available for collection from the APEC 2018 Information Desk at the Brisbane Marriott Hotel throughout the week (22 – 26 October 2018).

2.2. Event schedule

A total of 6 events will be held over the week 22-26 October 2018, as part of the official 2018 CSAE program, as per below and Annex 1:

Date	Event	Participants	Venue
Monday, 22 October	GIST Women First Event	Female participants of entrepreneurship training program and approved speakers and mentors	Brisbane Marriott Hotel
Tuesday, 23 October	Entrepreneurship training program (Day 1, all day)	Approved participants, speakers and mentors	Brisbane Marriott Hotel
Wednesday, 24 October	Entrepreneurship training program (Day 2, all day)	Approved participants, speakers and mentors	Brisbane Marriott Hotel
	Women in STEM Workshop (Day 1, all day)	Invited workshop participants and speakers from APEC economies	Brisbane Marriott Hotel
	2018 CSAE official dinner (evening only)	CSAE members and invited guests	Brisbane Marriott Hotel
Thursday, 25 October	Entrepreneurship training program (Day 3, all day)	Approved participants, speakers and mentors	Brisbane City Hall
	CSAE meeting (Day 1; AM only)	CSAE members and invited guests	Brisbane Marriott Hotel
	Women in STEM Workshop (Day 2, AM only)	Invited workshop participants and speakers from APEC economies	Brisbane City Hall
	Industry roundtable discussion (PM only)	Invited participants only	Brisbane Marriott Hotel
	Entrepreneurship demo reception (evening only)	Open participation	Brisbane City Hall
Friday, 26 October	CSAE meeting (Day 2, all day)	CSAE members and invited guests	Brisbane Marriott Hotel

Delegates will be informed of any changes by email and at the APEC Information Desk.

2.3. Event venues

Events will take place at:

Brisbane Marriott Hotel
515 Queen Street
Brisbane City 4000

Brisbane City Hall
64 Adelaide Street
Brisbane City 4000

2.4. Site visit

****Please note that this site visit is to be undertaken at the delegate's own cost.****

An early morning site visit showcasing Australian birds, other animals and native bush foods will be arranged for 6.00AM -10.30AM Wednesday 24 October 2018 (to be confirmed), subject to sufficient interest. Please note that this event may attract a modest surcharge to cover transportation and guide costs (approximately AU \$60.00/ US \$45.00), which will be charged to delegates during the registration process (to be confirmed).

Delegates are asked to advise their interest in attendance in advance to secure a place on the tour by emailing the Australia organisers: AustraliaAPEC.PPSTI@industry.gov.au.

2.5. Key contacts

PNG lead on APEC CSAE 2018 arrangements

Ms Apeame More

Tel: (675) 7801 9450

Email: Apeame.More@science.gov.pg

Australian lead on APEC CSAE 2018 arrangements

Ms Emma Luke

Tel: +61 6276 1196

Email: emma.luke@industry.gov.au

US Lead on GIST Entrepreneurs Training Workshop – registration and accreditation

Ms Marie Silver

Tel: +1 413 320 2365

Email: Programs@GISTNetwork.org

US Lead on Women in STEM Workshop – registration and accreditation

Ms Ann Katsiak

Tel: +1 703 516 7743

Email: akatsiak@nathaninc.com

Accommodation and Security – Brisbane Marriott Hotel

Ms Marissa Doncaster

Tel: +61 07 3303 8000

Marissa.Doncaster@marriott.com

Key contacts for registration for the CSAE 2018 meeting and official side events are listed in Section 3 of this circular.

2.6. The APEC Women in STEM Initiative: official side events

2.6.1. GIST APEC Start-up Training for Entrepreneurs

Objectives: The training workshop will provide delegates an opportunity to foster further STEM innovation and entrepreneurship by women and other vulnerable populations in the APEC region and expand opportunities for public private partnerships.

Outputs:

- Drawn from across APEC, teams of science and technology-focused entrepreneurs will be trained to support and grow their businesses, build networks and refine their pitch in an intensive 4-day program.
- Women entrepreneurs will build a community that will help them engage more fully in the remainder of the GIST training, discuss issues specific to women in their field, and get additional mentorship in the “Inspiring Women Entrepreneurs” part of the training.
- Participants will identify and recommend ways APEC can further support STEM-focused small, medium, and micro enterprises; some of these ideas can be raised by participants at the roundtable.

Outcomes:

- Teams of individual entrepreneurs from across the APEC region will gain exposure to regional policies, policymakers, and large businesses—for some this may be the first time they’ve heard of APEC or had the chance to engage with like-minded entrepreneurs from outside their economies, and it may inspire future engagement in regional initiatives.
- Build capacity and improve the enabling environment in all of Policy Partnership for Women in the Economy (PPWE)’s five pillars.

Participants:

- Participants will be selected via an open application and merit-based nomination process.
- Participants can nominate themselves via this link: [GIST APEC 2018](#). Nominations will close by 11:59PM (EDT) on Thursday, 6 September 2018.

2.6.2. Women in Science, Technology, Engineering and Mathematics (STEM) workshop

Objectives: This workshop will provide a forum for the group to discuss, further identify, and articulate the roles for government, industry, academia, and the broader public in promoting women's economic advancement through STEM. Key objectives include:

- Expand implementation resources for Women in STEM to a focus on making the economic and business case
- Identify and articulate the roles for government, industry, academia, and the public play in promoting women's economic advancement through STEM, including discussion on policy actions APEC can take to implement the APEC Women in STEM Framework
- Highlight innovations and partnerships that address Women in STEM across the region

Outputs:

- The group will discuss the economic case study on the value of women's participation STEM entrepreneurship within APEC, and how to make the business case for investing in women in STEM.
- The group will discuss and share recommendations for projects or initiatives in further support of the APEC Women in STEM Framework.
- The group will discuss, further identify, and articulate the roles for government, industry, academia, and the broader public in promoting women's economic advancement through STEM.
- A workshop report summarising the discussion will be drafted and circulated to attendees as well as PPSTI and PPWE following the workshop.

Outcomes:

- Plan for the region to improve gender diversity in both STEM and entrepreneurship
- Role of government, industry, academia articulated
- Importance of STEM gender inclusive frameworks across APEC formally recognised in APEC

Participants:

- Government representatives from APEC's 21 member economies from ministries focused on science and technology, women's issues, education and employment
- Stakeholders involved in Women in STEM issues from academia, NGOs, researchers as well as the business community.

2.6.3. GIST Entrepreneurs demonstration evening

Objectives: The demonstration evening will provide delegates attending the GIST Entrepreneurs training workshop an opportunity to foster further STEM innovation and entrepreneurship by women and other vulnerable populations in the APEC region and expand opportunities for public private partnerships.

Activities: Entrepreneurs will have the opportunity to present on their pilot projects, developed during the 3-day training workshop.

Participants:

- APEC CSAE 2018 delegates
- Industry representatives are welcome to attend by invitation

2.6.4. High level industry-government-academia policy roundtable

Objectives: Selected participants will be invited to attend a high level policy roundtable discussion on how government, industry, and academia can develop policies in support of matters relating to Women in STEM.

Outputs:

- Participants will make recommendations to PPSTI and CSAE on ways that government, industry, and academia can together develop policies that support:
 - women in STEM fields;
 - women in industry already; and
 - how to further support women and those from vulnerable communities as they commercialise their STEM ideas.
- The outcomes of roundtable discussions will be shared with CSAE and other APEC fora, which may inform the development of policy positions for possible inclusion in the 2018 AMM and Leaders' Statement.
- A summary of the discussion will also be included in the outcomes report.

Outcomes:

- Build capacity and improve the enabling environment in all of Policy Partnership for Women in the Economy (PPWE)'s five pillars.
- Equip governments, businesses, and civil society stakeholders with economic and business case data to continue to justify investments in policies and programs.

Participants:

- Attendance will be by invitation only

3. Delegate registration

3.1. Registration process

All delegates participating in the CSAE 2018 meeting and the official side events must be registered, through the allocated online portals. A link to the GIST Entrepreneurship Training program registration portal is below.

Registration arrangements for all other events will be confirmed shortly via the APEC PPSTI and CSAE Program Director. In the interim, delegates interested in participating in the official side events should express their interest to AustraliaAPEC.PPSTI@industry.gov.au, who will email delegates once the registration systems are available.

3.1.1. Registration for the APEC CSAE 2018 meeting (26-26 October)

Please note that attendance at the APEC CSAE 2018 meeting is restricted to members (APEC Chief Scientists).

Non-members, including invited guests (such as the Forum of Australian Chief Scientists) must be endorsed by CSAE through the APEC CSAE Program Director no later than **15 October 2018**.

To do this, please notify the APEC CSAE Program Director, Ms Liu Zhongzhen (lzz@appec.org), copied to Ms Angeline Goh Soh Mui (agsm@appec.org), providing:

- the name of the non-member;
- a short outline their affiliation; and
- provide a copy of their CV.

On matters concerning late registration, please contact the APEC CSAE Program Director, Ms Liu Zhongzhen (lzz@appec.org), copied to Ms Angeline Goh Soh Mui (agsm@appec.org).

3.1.2. Registration for the GIST Entrepreneurs Training (23-25 October 2018)

An application form can be found here: <http://www.gistnetwork.org/GISTAPEC2018>.

Registration will be open from 21 August 2018 and will close at 11:59PM (EDT) on 6 September 2018.

For further information, including late applications, please contact: Programs@GISTNetwork.org.

3.2. Summary of meeting access procedures

Delegates may collect their ID badges from the APEC Information Desk at the Brisbane Marriott Hotel from **8:00AM (Australian Eastern Standard Time), Monday, 22 October 2018**. Delegates will be required to present their passport or other applicable travel documents in order to receive their badge.

Delegates are requested to display their ID badges **at all times in meeting venues and while moving outside the meeting venues**.

3.3. Transfers between airport and meeting venues

Delegates are responsible for all domestic travel arrangements and costs, unless otherwise advised.

For international airport-hotel transfers

- Please make your own way to your accommodation upon your arrival at Brisbane International Airport. Instructions on transfer arrangements are provided at [Annex 3](#).
- For eligible attendees of the GIST Entrepreneurship Training or Women in STEM workshops, reimbursement or Cab Charge cards will be provided for delegates from APEC travel approved economies only and for approved speaker/trainers. Please keep any receipts as evidence of travel these will be required in completing reimbursement forms.
- If you are unsure if this applies to you, please contact the Australian APEC CSAE team at AustraliaAPEC.PPSTI@industry.gov.au.

For Brisbane Marriot Hotel – Brisbane City Hall transfers:

- The APEC CSAE 2018 team will facilitate return transport for CSAE plus all other delegates located at the Brisbane Marriott Hotel to travel to Brisbane City Hall for the GIST Entrepreneurship training demo evening (25 October 2018).

Details on transport arrangements (where not held at the Brisbane Marriott Hotel) will be provided to delegates on arrival at the APEC Information Desk.

4. Accommodation

Brisbane Marriott Hotel has created a link for CSAE and side event delegates to reserve their accommodation – [Corporate Discount](#)

The link will expire on **25 September 2018** or when all of the rooms contracted have been sold out. Following this, any additional rooms required will be subject to availability and the group contracted rate may not be available.

Room rates are advertised as follows:

- Single room with breakfast - AUD \$225.00 (US \$162.00)
- Twin share room with breakfast - AUD \$245.00 (US \$176.00).

Delegates invited to attend the CSAE 2018 meeting and delegates who have registered to attend the official side events are required to include their details in the rooming list template (listed at [Annex 5](#)) and email it back to the Brisbane Marriott Hotel to confirm. Please include the following email addresses in your correspondence:

- Ms Ann Katsiak: akatsiak@nathaninc.com
- Farhana Rahman: farhana.rahman@science.org.au
- Australia APEC CSAE team: AustraliaAPEC.PPSTI@industry.gov.au

A credit card will be required at the time of booking and will be charged for the full amount on **30 September 2018** in line with the cancellation policy ([Annex 6](#) refers).

If a third party is covering the cost, i.e. the delegate's employer, a credit card authorisation form must be completed and sent back to the Brisbane Marriott Hotel Reservations team prior to **25 September 2018**. A copy of the credit card authorisation form is available at [Annex 6](#).

For information on obtaining an authorisation form, please contact the Brisbane Marriott Hotel Reservations team on +61 7 3303 8000 or via Marissa.Doncaster@marriott.com.

If delegates experience any difficulty using the link please contact Marissa Doncaster at Marissa.Doncaster@marriott.com and quote **F61 / Australian Academy of Science** along with the requested travel dates.

5. Meeting venue facilities and available services

5.1. Business centre

A business centre with secretariat support staff will be available at the Brisbane Marriott Hotel for use by all Delegates 24 hours, 7 days a week from 22 October to 26 October 2018. The business centre will be equipped with computers, multifunctional copiers and printers, wireless internet and basic stationary supplies.

Please note that delegates may incur additional charges for colour printing and making international phone calls.

All rooms at the Brisbane Marriott Hotel are accessible by wheelchair.

5.2. Medical services

In case of an emergency, ambulance, fire and police services can all be reached by dialling **000**. This number is free to call from any phone (including mobile/cell phones).

Delegates are able to use the services of private clinics and ambulances close to all recommended hotels. However, all medical services provided to participants by clinics, hospitals, pharmacies or other health care institutions will have to be paid directly to the service providers. Opening hours and the addresses of hospitals and clinics, including a list of hospitals which accept international insurance will be available at the APEC Information Desk.

Medical services available closest to the Brisbane Marriott Hotel are:

Turbot Street Medical Centre
1/375 Turbot St, Spring Hill

Brisbane Clinic
79 Wickham Terrace, Brisbane City

Sonic Health Plus
5/410 Ann St, Brisbane City

Brisbane City Doctors
289 Queen St, Brisbane City

The **Royal Brisbane Hospital** is located at Bowen Bridge Road and Butterfield Street, Herston.

Delegates must inform the APEC 2018 Organising Committee about chronic diseases or any condition they may suffer that may place them at health risk (diabetes, immunosuppression, allergies, pregnancy, among others). In order to extend necessary supporting health measures, delegations are encouraged to inform the APEC Secretariat (Program Directors - Ms Liu Zhongzhen (lzz@apcc.org) and the Australia APEC 2018 team (AustraliaAPEC.PPSTI@industry.gov.au).

In the event of any medical emergency, there will be 24 hour emergency services available. Further information on emergency contact details are available at [Annex 4](#).

5.3. Meeting security

Access to the designated meeting rooms and to the shuttle buses will be granted only to participants displaying their ID badges. Additionally, access to plenary meeting rooms will be available only to those displaying their ID badges. All delegates are kindly requested to visibly wear their ID badges at all times inside shuttle buses and at the venues.

5.4. Special needs

We are committed to ensure that all participants have a pleasant stay in Brisbane. Participants with special access needs, religious needs, disabilities, dietary concerns and allergies, relevant medical issues, and/or any other special needs are advised to notify the Australia APEC team of any special needs via the form attached at [Annex 2](#). Please also include these details when undertaking the registration processes to attend the CSAE 2018 meeting and/ or related side events.

5.4.1. Dietary requirements

Brisbane Marriott Hotel is able to cater to halal and many other religious and personal dietary requirements. Other halal accredited restaurants located nearby are:

Motion

Brisbane Marriott Hotel
Vegetarian, gluten free, dairy free and nut free options available.

Little Paradise

540 Queen St, Brisbane City

La Vue Waterfront

1/501 Queen St, Brisbane City
Vegetarian, gluten free and vegan options available.

Alchemy Restaurant & Bar

175 Eagle St, Brisbane City
Vegetarian options available.

Please note that dietary requirements will be requested as part of the group event registration process. A form is also available for delegates to fill out at [Annex 2](#).

5.5. Dining and leisure activities

The Brisbane Marriott Hotel is located 7 minute walk from Eagle Street Pier, a premium dining precinct. A map of the Brisbane Marriott Hotel is available at [Annex 7](#).

The Brisbane Marriot Hotel's recommended running track is using the Brisbane River Walk which is able to connect delegates from the Brisbane Marriott Hotel all the way to New Farm via an over water floating pedestrian highway. Further information can be found here:

<http://www.mustdobrisbane.com/outdoors-walks-river/brisbane-riverwalk-brisbane-new-farm>.

Queen Street Mall is Brisbane's Central Business and shopping district, and only 10 minutes walk from the Brisbane Marriot Hotel. Opening hours are below:

6. CSAE meeting document reproduction and distribution

6.1. Materials to be distributed at the CSAE meeting

No CSAE meeting papers will be accepted after 6:00PM, 17 October 2018 (Singapore time).

Physical material intended for distribution during CSAE meeting should be emailed to the APEC Secretariat (Program Directors) (izz@apec.org). Please also copy all emails to the Australia APEC CSAE team (AustraliaAPEC.PPSTI@industry.gov.au).

6.2. Final papers

Final CSAE meeting papers will be made available on the APEC Meeting Document Database (MDDb) shortly after the conclusion of all meetings. The MDDb can be accessed at:
<http://mddb.apec.org/Pages/default.aspx>

7. APEC protocols

7.1. Information disclosure – deliberative information

APEC operates by consensus. APEC needs to consider and debate issues away from public scrutiny to develop said consensus and to ensure the free and candid exchange of ideas. APEC publically makes available summary reports and other documents. Meeting participants, however, are expected to display sensitivity in disclosing to the public any information exchanged during the course of its deliberations.

7.2. Important points for presenters at APEC events

There are a number of important rules relating to APEC terminology that should be adhered to when presenting or providing reports at APEC forums. These are outlined in full in the APEC Publication Guideline (https://www.apec.org/~media/Files/.../Publications/APECPubs_guide_Oct16.pdf). A summary of these rules include:

- Not using the terms ‘nation’, ‘national’ or ‘country’ as a synonym for an APEC member economy.
- The term ‘member economy government’ may be used as appropriate.
- Not using the term ‘three Chinas’. Always refer separately to the People’s Republic of China (also can be referred to as China); Hong Kong, China; and Chinese Taipei.
- When using member economy names in a sentence instead of saying – People enjoy visiting Philippines/US, use “the Philippines or the USA”.
- The following errors are often made:

INCORRECT TERM x	CORRECT TERM ✓
Hong Kong	Hong Kong, China
South Korea	Korea
Philippines	The* OR the* Philippines
Taiwan	Chinese Taipei
United States (US or USA)	The** OR the United States (the US or the USA)
Vietnam	Viet Nam
Hanoi	Ha Noi

8. Media arrangements

Media coverage of CSAE and related workshops are welcomed. All media representatives wishing to cover CSAE and related official side events should direct their enquiries to AustraliaAPEC.PPSTI@industry.gov.au. Access to media facilities, services, and specified events will be available only to accredited media representatives.

Media ID badges will be issued to accredited media representatives and must be worn at all times to be given controlled access to authorised events. Further inquiries should be directed to AustraliaAPEC.PPSTI@industry.gov.au.

9. Dress code

The dress code for CSAE and related side events is business attire unless otherwise suggested on invitations for specified events. It is recommended that participants bring appropriate light tropical clothes to wear outside of meetings during the day and appropriate sun protection (sunscreen, hat). Please remember that since rooms are the meeting venues are air conditioned, it is advisable to bring a shawl or jacket.

ANNEX 1: CSAE 2018 event schedule

Length	Event	Monday 22 Oct		Tuesday 23 Oct		Wednesday 24 October			Thursday 25 October			Friday 26 Oct	
		AM	PM	AM	PM	AM	PM	Evening	AM	PM	Evening	AM	PM
1.5 days	APEC Chief Science Advisors and Equivalents (Chief Scientists and endorsed guests only)								CSAE			CSAE	
0.5 days	High level industry-government-academia policy roundtable									Round-table			
1 day	Inspiring Women Entrepreneurs (female entrepreneurs only)	Inspiring Women Entrepreneurs											
3 days	GIST Entrepreneurs Training (nominated entrepreneurs only)			GIST Entrepreneurs Training					Cont'd				
0.5 days	GIST Entrepreneurship Demonstration cocktail evening reception										Demo		
1.5 days	Women in STEM Workshop					Women in STEM			Cont'd				
3 hours	CSAE Official Dinner							Dinner					
2 hours	Site visit					**							

ANNEX 2: Special needs form

Until the registration systems for the 2018 CSAE meeting and official side events are available, please let us know if you have any special needs by filling out the table, below.

Upon completion, please email the form to the Australia APEC CSAE team:

AustraliaAPEC.PPSTI@industry.gov.au.

Delegate information	
Economy	
First name	
Last name	
Title	
Ministry/ Organisation	
Email address	
Hotel Name	

Please select and indicate your special requirements and needs in the table below:

Requirement/ Need	Particulars
Access	
Allergies	
Dietary requirements	
Disability	
Relevant medical issues	
Religious and spiritual	
Other special needs	

ANNEX 3: Travelling to Australia

Visa requirements

All foreign visitors must hold a valid visa to enter Australia. Each traveller is responsible for obtaining a valid passport and appropriate visa for entry into Australia. Passports need to be valid for at least 6 months beyond the intended date of departure from Australia and must have sufficient pages for visa stamps. The registration confirmation may be used to support your visa application.

Further information on applying for visas is available from the Australian Government Department of Home Affairs website: <https://www.homeaffairs.gov.au/busi/visas-and-migration>.

Please note that all enquiries in relation to visa processing must be directed to the relevant Australian embassy. A list of all Australian embassies is available here: <https://dfat.gov.au/about-us/our-locations/missions/Pages/our-embassies-and-consulates-overseas.aspx>

Arrival into Australia

On arrival in Australia, all travellers and luggage are subject to Customs and Quarantine controls. The importation and exportation of any prohibited or controlled items into or out of Australia are governed by national laws. This includes food items, which will be subject to inspection and may be prohibited. All travellers will be required to complete an Incoming Passenger Card.

Foreign visitors for whom airport facilitation is provided are still required to comply with aviation security screening and immigration, customs and quarantine requirements.

Aviation security screening

Australia's obligations under international and domestic law to protect senior foreign visitors from harassment or impairment of dignity do not displace its responsibility to ensure the safety and security of airports and airline passengers.

Under Australian legislation, Australian airports are required to implement strict security screening procedures in the interests of public safety. These procedures apply to all airline passengers and others entering airport secure zones.

While every effort is made to undertake security screening courteously and respectfully, a certain level of intrusion is unavoidable in complying with these legal requirements. All baggage and personal effects are subjected to X-ray screening to ensure weapons and other prohibited items do not enter airport secure zones or an aircraft cabin.

Screening of the person involves walking through a door frame metal detector. If an alarm sounds, the person must undergo further screening, which can include the re-screening of personal items, the use of a hand-held metal detector or a physical pat-down by a screening officer of the same gender. Private screening – away from public scrutiny – is normally available for a pat-down. Airline passengers and others may be randomly selected at international departure points to undergo additional screening via body scanning equipment. Under the relevant regulations, selection must not be based on a person's gender, ethnicity or employment.

Airline passengers and others may also be randomly selected to undergo explosive trace detection (ETD) screening.

Customs and quarantine requirements

Senior foreign visitors are not exempt from Australian quarantine requirements including import prohibitions. They will be required to undergo quarantine screening if:

- they answer 'yes' to any of the questions on the Incoming Passenger Card
- they declare on arrival that they are carrying quarantinable items
- a Department of Agriculture and Water Resources officer has serious concerns that they are carrying quarantinable items.

For further information, go to:

- [Department of Home Affairs website](#)
- [Going through the border](#) – includes arrival and departure policies, what can/not be taken on board an aircraft and how to clear belongings
- [Bringing items into Australia](#) – includes information about the items that can/not be brought into Australia.
- The website of the [Department of Agriculture and Water Resources](#), which is responsible for quarantine matters
- [Travelling to Australia](#)

Health issues

If a foreign visitor indicates on their Incoming Passenger Card that they have been in Africa, South or Central America or the Caribbean during the preceding six days, they will be asked whether they have been in a yellow fever endemic country during that period. If they answer 'yes', they will be asked to present an International Certificate of Yellow Fever Vaccination. If they are unable to present a valid certificate, they will still be permitted to enter Australia (they will be given a Yellow Fever Action Card providing instructions on what they should do if they develop symptoms of yellow fever).

For further information, refer to the Department of Health's [Yellow fever - general fact sheet](#).

If a foreign visitor shows symptoms of an infectious disease while travelling to Australia, the *Biosecurity Act 2015* requires that the Captain/Master of the vessel report this before arrival in Australia. A Biosecurity Officer may board the ship or aircraft to assess the ill person and facilitate medical assistance if required. Increased health screening may be introduced during the very rare event of a public health emergency.

Transfer from Brisbane International Airport to Brisbane Marriot Hotel

Taxis

Taxis are available 24/7 from sheltered ranks right outside the Domestic and International Terminals. During peak times, Kerbside Officers are on hand to assist.

At the Domestic Terminal, the taxi rank is located centrally in the front of the Terminal building.

At the International Terminal, you will find the cab rank at the northern end of the Terminal, through the doors and out to the left.

Taxi companies

Brisbane has two taxi companies:

- Black and White Cabs: 13 22 22 (<https://www.blackandwhitecabs.com.au/>)
- Yellow Cabs: 13 19 24 (<http://www.yellowcab.com.au/>)

Fare estimate

Passengers can expect to pay AU \$45.00 – AU \$55.55 (one way trip from the airport to Brisbane City). Outside of peak periods, it is approximately a 20 minute drive from the airport to the city. Going further than the city? Use Yellow Cabs' advanced fare estimator to calculate a fare: <http://www.yellowcab.com.au/fare-estimator/>

Fees and tolls

Please note that there is a fee of AU \$3.90 added to any fares collected from the airport. Remember that toll road fees are in addition to any cab fare and are the responsibility of the passenger.

Train

The Airtrain is a quick and easy option for getting to and from the airport. Brisbane Airport is just 20 minutes by train from the city. Train services run every 15 minutes during peak times and every 30 minutes off-peak periods. Airtrain also offers express services to the Gold Coast and connects into the Queensland Rail suburban network.

Hours of operation

- Weekdays: 5:04AM – 10:04PM
- Weekends: 6:04AM – 10:04PM

To use this service you can purchase tickets at the Airtrain desks in each of the Terminals, or at the Airtrain stations. Airtrain also offers great savings for booking online and in advance. Go Cards are also accepted on Airtrain services. For more information on GoCards, visit the Translink website: <https://translink.com.au/tickets-and-fares/go-card/buy-and-top-up>

For more information including ticket pricing and travel planners, visit the Airtrain website: <https://www.airtrain.com.au/>

Finding the Airtrain Station

From the International Terminal: take the traveller or lift to Level 3 of the Terminal building and follow the signs to the station.

From the Domestic Terminal: make your way out to the front of the building and take the Skywalk across to the station.

Ride share and Uber

Ride share pick up services, including Uber, are available from Brisbane Airport. Simply order your ride share using your preferred app and follow the signs to the designated Ride Bookings area to meet with your driver.

Please note that a fee of AU \$3.90 is added to your fare if you are using a Ride Share service from the airport.

Shuttle bus

If you are looking for a door-to-door transfer to and from Brisbane Airport, consider using the Con-x-ion shuttle bus transfer service.

Con-x-ion operates from both Terminals with a pick and drop off service that goes door-to-door to dozens of locations including popular hotels around Brisbane, the Gold Coast and Sunshine Coast. Tickets can be purchased online or at the sales kiosk at each terminal. To book, visit the Con-x-ion website: <https://www.con-x-ion.com/services/brisbane-airport-transfers>

ANNEX 4: General information about Australia

Welcome to Australia

Australia has a population of over 26 million people, with a thriving multicultural society. Over 25 per cent of Australia's residents were born overseas as of 2012 – a number that is expected to increase rapidly. While English is the predominant language, there are more than 300 other languages in use, and hundreds more languages and dialects spoken by Indigenous Australians. Australia's geography ranges from deserts, mountainous, tropical islands, rain forests, lakes and rivers. Australia boasts some of the world's most beautiful natural wonders such as the Great Barrier Reef - the world's largest coral reef system, the Heritage Listed Uluru, the Bungle Bungles in Western Australia, the Twelve Apostles along the Great Ocean Road. Man-made icons include the Sydney Harbour Bridge and the Sydney Opera House.

Brisbane is the capital city of the state of Queensland – Australia's second largest state by area. In addition to being the third most populous city in Australia, Brisbane is the largest of Australia's six capital cities by geographic area and the third largest in the world, occupying some 1,140 km². With 12 months of sunshine-filled days and clear blue skies, Brisbane has a climate that sets the scene for year-round alfresco activities. Spring (September-November) is a particularly glorious time in Brisbane, with an average temperature of 21 degrees Celsius during October. The city experiences temperatures ranging 17-25 degrees Celsius, offering a pleasant climate for visitors. Pack a few warmer items of clothing as you can expect some cool mornings, bright, sunny days and brisk nights that still require a jacket.

Further information on Australia can be found [here](#).

Time zones

Brisbane operates under Australian Eastern Standard Time (AEST). At the time of the workshop, this is equal to Coordinated Universal Time plus 10 hours (UTC +10).

Currency

Australia's currency is the Australian Dollar (AUD) and \$1 = 100 cents. Currency can be exchanged at local banks, currency converter shops and at Brisbane airport. Updates on the latest exchange rates can be found [here](#).

Australian currency consists of notes and coins. Bank notes are issued in five denominations: \$5 (pink/mauve), \$10 (blue), \$20 (red), \$50 (yellow) and \$100 (green). All notes are sized according to their denomination for the visually impaired. They are the same height but different lengths, in order of their value (\$5 being the smallest, \$100 the largest).

Coins for circulation are issued in six denominations: 5c, 10c, 20c, 50c, \$1 and \$2. Some vending machines, other coin-operated machines and some other places (such as some toll booths) no longer accept 5c pieces as a method of payment and some may not accept 10c pieces either.

ATMs are readily available throughout Brisbane and can be used to withdraw Australian Dollars - \$20 and \$50 notes only. International transactions may incur a fee and Australian banks are allowed to charge non-customers a fee for using their ATM machines (usually around \$2 per transaction).

Credit cards and EFTPOS

Australia has an almost universal acceptance of electronic payment - the EFTPOS (Electronic Funds Transfer at Point Of Service) network allows people access to their Savings and Cheque accounts, and most allow access to Credit purchases as well. Unlike credit purchases, Savings and Cheque purchases can be of any amount, although generally it is preferred to be over \$10 per transaction as the shopkeeper pays fees for each transaction and may set limits on minimum amounts purchased. Some establishments also charge fees for use of their EFTPOS facilities - restaurants and taxis charge around 1.5% for Visa and MasterCard and up to 3% for American Express. It is not considered impolite to ask about these fees.

Visa and Mastercard credit cards are widely accepted in Brisbane; Diners and American Express cards are not as widely accepted.

Most ATMs allow withdraw using a card issued from a member of one of the international card networks (such as Cirrus or Maestro). A sign next to the ATM will usually indicate what cards are accepted. Some ATMs (usually non-bank ones) do not allow withdrawal from credit cards. In Australia, all EFTPOS transactions require a PIN rather than the signature required for credit card transactions in some other countries.

Restaurants and related etiquette

Many restaurants and pubs have tipping jars and showing appreciation for good personal service with a tip is not uncommon in cities and at popular tourist destinations. Tipping in Australia is entirely voluntary, you should not feel obligated to tip.

Electricity and water supply

Mains voltage in Australia is 230V 50Hz. The plugs in Australia have two flat metal pins shaped like a "V" and some may contain a third flat pin in the centre.



Voltage converters and power adaptors are available for devices that do not meet these requirements.

Tap water is safe to drink in Brisbane. Bottled water is however widely available as an alternative. Please note that many public recreation facilities use recycled water for irrigation, which is not safe to drink. Such water sources are appropriately labelled.

Smoking

Smoking is prohibited in enclosed public places, including workplaces, gyms, hospitals, restaurants, bus stops and train stations.

Please look for designated smoking zones or ask your hotel for your nearest location.

Telecommunication services

0011 is the International Access (Dialing) Code from within Australia.

61 is the International Country Code for Australia

Phone numbers within Australia usually have 10 digits - 2 for the area code and 8 for the number. The area codes for the main Australian cities are:

- Adelaide - 08
- Brisbane - 07
- Canberra - 02
- Darwin - 08
- Hobart - 03
- Melbourne - 03
- Perth - 08
- Sydney - 02

Australia uses the 900MHz and 1800MHz GSM bands for mobile phones.

Emergencies

In case of an emergency, ambulance, fire and police services can all be reached by dialling **000**. This number is free to call from any phone (including mobile/cell phones).

From a mobile (cell) phone, the International Emergency Number **112** will work on all networks and is connected to exactly the same service (000). This call can be made from ANY mobile - including a passerby if their phone is locked. Most mobiles will allow you to dial 112 and press send to be connected, regardless of if there is a SIM or valid network - it will try all networks available, one by one.

The emergency call should be answered almost straight away by a telephone operator - not always an emergency service worker. They will ask if you need to report a fire, need an ambulance or the police. You may then be asked for more information - your location (street address and directions to that address), your condition and a brief outline of the situation - they will then relay you to a more appropriate emergency service.

ANNEX 5: Brisbane Marriot Hotel room reservation form

Delegates invited to attend the CSAE 2018 meeting and delegates who have registered to attend the official side events are required to include their details in the rooming list template (listed at [Annex 5](#)) and email it back to the Brisbane Marriott Reservations team via Marissa.Doncaster@marriott.com to confirm by **5:00PM (AEST), 25 September 2018**. Please also include the following email addresses in your correspondence:

- Ms Ann Katsiak: akatsiak@nathaninc.com
- Farhana Rahman: farhana.rahman@science.org.au
- Australia APEC CSAE team: AustraliaAPEC.PPSTI@industry.gov.au

Title	First Name	Last Name	Sharer First Name	Sharer Last Name	Confirmation	Arrival Date	Departure Date	Room Type	Rate Type	Bedding Request	Billing Method	Comments
<i>Example</i>	John	Smith	Susan	Smith	<i>Hotel Use Only</i>	12-Jul-18	14-Jul-18	<i>Hotel Use Only</i>	<i>Hotel Use Only</i>	King or Twin	Room + BF to Master Account Guest to Pay Own Incidentals	VIP / Rollaway Bed / Cot etc

ANNEX 6: Brisbane Marriot Hotel credit card authorization form

If you are booking hotel accommodation on a delegate's behalf the credit card authorisation form (below) must be completed and sent back to the Brisbane Marriot Hotel Reservations team prior to **25 September 2018**.



Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Reservations at +61733038087 or email to to Brisbane.reservations@marriott.com. Please call number +61733038032 to inform Reservations that fax is being sent so it can be retrieved in a timely manner. Do not send photocopy of the front or back of the credit card with this form, as this is against credit card company regulations.

Cardholder Information – Required (All credit card transactions will incur a surcharge of 2.0%)

Name as it appears on the credit/debit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ JCB

Account type: ☐ Personal ☐ Corporate | Company Name: _____

Issuing Bank: _____ Phone #: _____

Credit Card Numbers: _____ Exp. Date: _____

Address:
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or Email Address: _____

Guest Information – Required

Guest name: _____

Address: _____

City, State and Zip: _____

Company: _____

Phone number: _____ Fax or Email Address: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Rate Information and Approved Charges – Required

Room rate:* _____ Total daily rate:* _____ Number of nights: _____

*(Room rate amount must be provided by a hotel representative in order to complete this form)

☐ All Charges ☐ Room & Tax ☐ Telephone (LD) ☐ Telephone (Local) ☐ Restaurant

☐ Room Service ☐ Valet (Laundry) ☐ Parking ☐ HS Internet Access ☐ Movies

☐ Other: _____

I certify that all information is complete and accurate. I hereby authorize Marriott Brisbane to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) _____

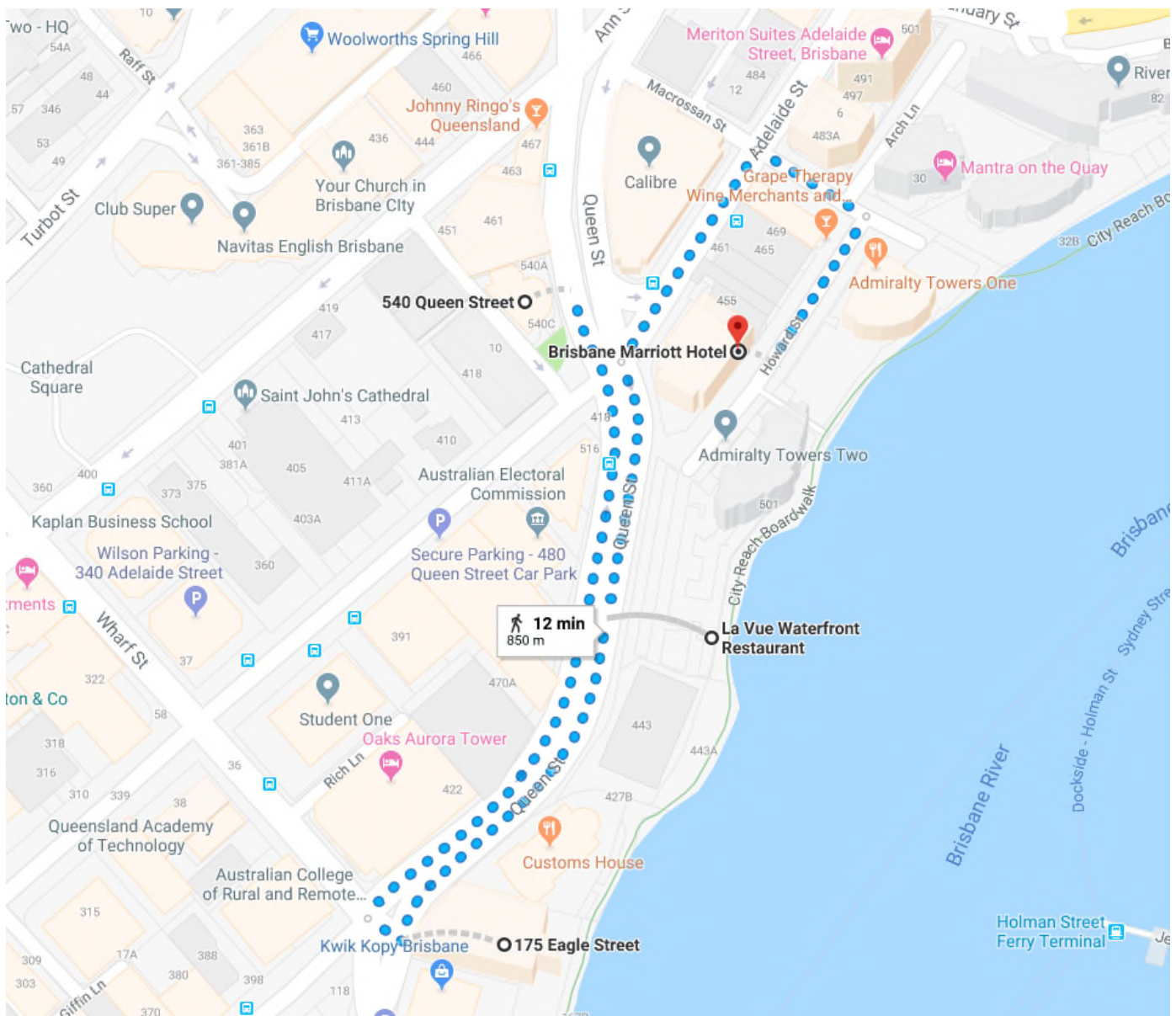
Cardholder signature: _____ Date: _____

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ANNEX 7: Map of the Brisbane Marriott Hotel and surrounding restaurants



Motion

Brisbane Marriott Hotel

Vegetarian, gluten free, dairy free and nut free options available.

La Vue Waterfront

1/501 Queen St, Brisbane City

Vegetarian, gluten free and vegan options available

Little Paradise

540 Queen St, Brisbane City

Alchemy Restaurant & Bar

175 Eagle St, Brisbane City

Vegetarian options available.