

**Are you ready for the CASE Asia-Pacific Institute in Educational Fundraising?
Some things to know before you go...**

This guide will help you prepare for your upcoming week at the Institute. You will find information about your registration (and what's included), accommodation, what to bring, travelling to Melbourne, arrival and on-site information and more.

Getting There

Please be advised that the Australian government requires **ALL** overseas visitors to hold a valid visa to enter the country. Failure to produce a valid visa will result in your access to Australia being denied. Please visit <http://www.immi.gov.au/skilled/business/business-visit-visa-options.htm> to determine which visa you will be eligible for and check with your travel agent to confirm if you are applying for the correct visa.

Bus services are arranged for pick-ups at Melbourne Tullamarine airport and CBD. There is also an additional bus on Sunday 25th for those arriving early. Please note the bus times as follows:

Sunday 25th October – 9pm Melbourne Tullamarine airport

Monday 26th October – 9am Melbourne Tullamarine airport, ~9:30 Melbourne CBD

Please also note that this bus service will be an additional cost of AU\$50.00 for a return journey, payable at the CASE registration desk on arrival. For those who choose to make alternative arrangements, please let Sonja Dunphy on dunphy@case.org know so that we do not miss anyone!

For more information on Melbourne/Victoria, please visit <http://www.visitvictoria.com>.

Registration and what's included

The registration fee includes:

- Institute program and binder for all materials
- Accommodation at Mt Eliza (Monday–Friday)
- Breakfast (Monday - Friday)
- Lunch (Monday - Friday)
- Dinner on (Monday – Thursday)
- Internet access in the residential rooms and throughout campus
- Pre-breakfast Tai Chi lessons

Accommodation

As part of your registration fee, you will receive a four-night stay in the Mt Eliza accommodation. Each attendee will stay in a single private room with an ensuite bathroom. Towels and linens are provided and the following will be available in each bedroom:

- Clock radio
- Hair dryer and complimentary toiletries
- Iron and ironing board
- Air conditioning
- Individual heating
- Television & direct dial telephone with voicemail
- Broadband access

There is a safe onsite which the staff are happy to store any passports and/or cash if required.

Although internet access will be available throughout the venue, please advise your office that you will not be as available for contact or work as when on business trips, conferences etc. The Institute is designed to be an intensive week of learning and training so your personal time will be limited.

Be sure to let CASE know in advance if you require any special accommodations due to physical limitations.

Dining

Your registration fee is fully inclusive of the following:

Buffet breakfast:

A full hot and cold breakfast buffet, fresh fruit juices and freshly brewed tea and coffee.

Buffet lunch:

A variety of hot dishes (including vegetarian), selection of fresh salads, breads, range of desserts, selection of Australian cheeses and biscuits, fresh fruit juices, freshly brewed tea and coffee.

Dinner:

Monday: After an intensive first day, enjoy a barbeque dinner on the terrace overlooking the sea. This is a chance for you to get to know your fellow delegates in a more relaxed setting and ready yourself for week ahead. Dress: casual

Tuesday: The evening will start with a wine tasting course at a nearby estate (soft drinks will also be provided). You will then return to Mt Eliza for dinner. Dress: Business Casual

Wednesday: An Asian buffet will be prepared for the evening. No further activities are being planned for this evening to allow you time to work on your group projects. Delegates are discouraged from skipping other sessions or sleep to complete their projects! Dress: Casual

Thursday: This evening has been reserved for the Institute Dinner where you can sit back and reflect on the Institute with your tutor groups before taking part in some karaoke! Dress: Business Casual

All meals at Mt Eliza are included in your registration fee and there are limited food and beverage facilities nearby so please do join us for each meal.

The Mt Eliza catering service is fully equipped and certified to prepare and serve Halal cuisine. The chefs and waiting staff are all trained in the preparation and handling of Halal food, using separate utensils exclusive for this purpose.

Be sure to let CASE know in advance if you have any special dietary requirements due to allergies etc.

What to Bring

Business Cards!

Attire

The venue requests delegates to dress in business casual attire. The weather in Melbourne can be quite variable in late October so please bring layers. Please bring appropriate attire if you wish to use the sports and recreational facilities.

Medical Aid

A staff member qualified in first-aid will be on site at all times. If you feel unwell, please let one of the CASE team know to assist you.

Recreation and Athletic Facilities

We will run Tai Chi classes on Tuesday, Wednesday and Thursday mornings from 7:00 – 7:30 before breakfast. Please bring loose clothing and participate!

There are 2 tennis courts, a fully equipped gym, beach volleyball and outdoor exercise spaces onsite for your use. Indoor activities are also available in the recreation room. Please bring appropriate clothing and footwear for recreation activities.

Computers and Internet Access

Broadband internet access and a network cable will be provided in all residential rooms for your own laptop. Wireless access is only available in the lounge, bar and dining areas.

A Resource Centre with computers and internet access is available all day and is located next to the lounge.

Dry cleaning and laundry service

Dry cleaning and laundry bags are provided in your bedroom. Bags should be placed outside your bedroom door before 8.30am for collection (Monday - Wednesday) and cleaned garments will be returned to your room the following day. Laundry facilities, including a washing machine, dryer and detergent, are located beside the gymnasium.

The cost of dry cleaning and laundry service is not included in your registration fee and you will have to settle your bill upon checking-out.

Bar

There is a bar next to the lounge onsite. Drinks can be charged to your room account and the bill should then be settled by you, on your departure on Friday.

Check-out Procedure

Delegates must vacate their rooms by 9:00 AM on Friday morning and return the key to the reception desk. Your bags can be stored in the baggage room until you leave.

Going Home

The Institute will adjourn on Friday 30 October with a Farewell Lunch at 13:15. A bus service has been organised to leave Mt Eliza at approximately 3PM to take attendees back to Melbourne CBD or the airport. If you have not already done so, please confirm which drop-off point you require with Sonja Dunphy on dunphy@case.org.

Smoking

There is a no-smoking policy in the Mt Eliza building and dedicated smoking areas around the building.

CFRE accreditation

Full participation in the CASE Asia-Pacific Institute in Educational Fundraising is applicable for 33 points in Category 1.B – Education of the CFRE International application for initial certification and/or recertification.

Approved Provider For



Continuing Education

Contact details

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