

# The Australia New Zealand Agent Workshop

The region's largest B2B event for buyers & sellers of education, work, youth and student travel



Queenstown Events Centre • Feb 29 - Mar 02, 2012



## Provider Information Pack

### 1. Venue

The Australia New Zealand (ANZA) Workshop 2012 will take place in the Millennium Hotel Queenstown on February 29 and in the Queenstown Events Centre on March 01 & 02.

#### The address of the Millennium Hotel Queenstown is:

Corner of Frankton Road & Stanley Street, Queenstown, New Zealand

Tel: +64-3-450-0158 Fax: +64-3-450-0185

**Website** ► <http://www.millenniumhotels.co.nz/millenniumqueenstown>

#### The address of the Queenstown Events Centre is:

1 Joe O'Connell Drive, Queenstown 9300, New Zealand

Tel: +64-3-450-9123 Fax: +64-3-442-3665

**Website** ► [http://www.lakesleisure.co.nz/venue/queenstown\\_events\\_centre.html](http://www.lakesleisure.co.nz/venue/queenstown_events_centre.html)

### 2. Hotel Accommodation

#### Millennium Hotel Queenstown \*\*\*\*

##### Rates

We are pleased to offer you a preferential rate of NZ \$ 195 for a superior room (king or two double beds). The rate is inclusive of GST and exclusive of breakfast (full breakfast can be booked extra at a rate of NZ\$ 28 per adult per day).

##### Bookings

The preferential rate is available for bookings from February 26 and March 05 and subject to room availability. For bookings outside this period the regular room rates become applicable. Rooms can be booked subject to availability until **February 01, 2012**. They will be allocated on a first-come, first-served basis. Visit the ► [online booking system](#) to make a reservation.

##### Check-In / Check-Out

Earliest possible check-in time is 14:00 and latest check-out time is 10:30.

##### Amenities

Millennium Hotel Queenstown is a 4 Star Plus and Enviro-Silver Qualmark Rated Hotel, with 220 guest rooms, meetings facilities, business centre, gym, sauna, spa, bar and restaurant. The hotel is located on Frankton Road, the main road into Queenstown. All superior rooms are superbly and elegantly decorated with comfortable, classic furnishings and a marble bathroom. All rooms are non-smoking and include TV with pay per view movies, air conditioning, high speed internet connection, refrigerator and mini bar, hairdryer, individual safe, iron and ironing board, desk, coffee table, arm chairs, voice mail service, tea and coffee making facilities.

Further information on the Millennium Hotel Queenstown is available at ► <http://www.millenniumhotels.co.nz/millenniumqueenstown>

Note: The ANZA Conference (seminar programme) will be held on Wednesday February 29 at the Millennium Hotel Queenstown, from 13:30 to 18:00. Some ANZA agents will stay at the Millennium Hotel Queenstown.

#### Copthorne Hotel & Resort Lakefront \*\*\*\*

##### Rates

We are pleased to offer you a preferential rate of NZ \$ 195 for a superior lakeview room (king or two double beds). The rate is inclusive of GST and exclusive of breakfast (full breakfast can be booked extra at a rate of NZ\$ 25 per adult per day).

##### Bookings

The preferential rate is available for bookings from February 26 and March 05 and subject to room availability. For bookings outside this period the regular room rates become applicable. Rooms can be booked subject to availability until **February 01, 2012**. They will be allocated on a first-come, first-served basis. Visit the ► [online booking system](#) to make a reservation.

##### Check-In / Check-Out

Earliest possible check-in time is 14:00 and latest check-out time is 10:30.

## Amenities

The Copthorne Lakefront Hotel is a year round resort, located on the shores of Lake Wakatipu and within walking distance of Queenstown central shopping and entertainment area. The hotel blends superior facilities and comfort with friendly, personal service. 241 superior guest rooms including 5 suites, some with balconies overlooking Lake Wakatipu. Fully renovated in October 2008 Superior rooms offer fantastic views of Lake Wakatipu and The Remarkables mountain range. These rooms feature either a king size bed or two double beds, ensuite bathroom, LCD television, tea and coffee making facilities, refrigerator and minibar, phone, voice mail, message and wake-up service, in room safe, iron/ironing board, hair dryer. Some rooms have a balcony.

Further information on the Copthorne Hotel & Resort Lakefront is available at ► <http://www.millenniumhotels.co.nz/copthornequeenstownlakefront>

**Note:** Most ANZA agents will stay at the Copthorne Hotel & Resort Lakefront.

## Copthorne Hotel & Apartments Queenstown Lakeview \*\*\*\*

### Rates

#### Superior Lakeview room:

We are pleased to offer you a preferential rate of NZ \$ 185 per night (1 - 2 people) or NZ \$ 220 per night (3 people). The rate is inclusive of GST and exclusive of breakfast.

Superior rooms are situated on the ground floor of the hotel. All rooms have private court yards, satellite TV, broadband internet access, LCD TV, refrigerator and mini bar, iron and ironing board, hairdryer, in-room safe, direct dial telephone, tea and coffee making facilities, electric blankets.

#### 2 bedroom apartments:

We are pleased to offer you a preferential rate of NZ \$ 275 per night (1 - 2 people) or NZ \$ 310 per night (3 people). The rate is inclusive of GST and exclusive of breakfast.

These two bedroom apartments were renovated in June 2010 and are located on the 4th floor, providing magnificent views over the lake. All apartments include, separate lounge, kitchenette, 2 bathrooms, satellite TV, mini bar and refrigerator, in-room safe, iron and ironing board, hairdryer, tea and coffee making facilities, dial up internet access, electric blankets, direct dial telephone.

### Bookings

The preferential rate is available for bookings from February 26 and March 05 and subject to room availability. For bookings outside this period the regular room rates become applicable. Rooms can be booked subject to availability until **February 01, 2012**. They will be allocated on a first-come, first-served basis. Visit the ► [online booking system](#) to make a reservation.

### Check-In / Check-Out

Earliest possible check-in time is 14:00 and latest check-out time is 10:30.

### Amenities

Copthorne Hotel & Apartments Queenstown Lakeview is a short stroll away from downtown shopping, entertainment and adventure activities. The Copthorne (formerly Kingsgate Hotel Terraces Queenstown) hotel rooms and apartments are extremely spacious with large private balconies with magnificent views of Lake Wakatipu and the Remarkables mountain range.

Further information on the Copthorne Hotel & Apartments Queenstown Lakeview is available at ► <http://www.millenniumhotels.co.nz/copthornequeenstownlakeview>

**Daily transport to and from the Queenstown Events Centre will be provided from all hotels.**

## 3. Airport Arrival from Queenstown Airport

### Taxis

The duration of the journey by taxi from the airport to the Millennium Hotel Queenstown or Copthorne Hotel & Resort Lakefront is approximately 15 minutes. The fare by taxi is around NZ\$ 35.

### Connectabus Queenstown

Connectabus is Queenstown's link to hotels, shopping areas, attractions and Queenstown Airport. The bus operates every 15 minutes from Queenstown Airport. The cost of the Connectabus is NZ\$ 6 per ticket.

For detailed information please refer to the website: ► <http://www.queenstownairport.co.nz/facilities/transport/public-transport>

### Airport Shuttle

Super Shuttle's door-to-door shared ride service operates to and from Queenstown Airport - every flight, every day. You can choose between their shared ride Super Shuttle service (where you share the vehicle for a discounted, fixed price fare with other clients), or exclusively charter the whole vehicle. Each minicoach has 11 passenger seats and is equipped with a luggage trailer. Please note the Airport Shuttle needs to be prebooked.

For detailed information and a quote please refer to the website: ► <http://www.supershuttle.co.nz>

## 4. Forwarding of Promotional Material

Please contact a courier of your choice.

### Delivery Date

All materials that you need for the ANZA Workshop 2012 (i.e. for the meetings on March 01 and 02) should be sent to the Queenstown Events Centre and should arrive on Monday, **February 27, 2012** (but not before) to allow you sufficient time to check if your packages have arrived and been delivered correctly.

### Package Preparation

When calculating the amount of promotional materials to send to Queenstown, please bear in mind that you will have a maximum of 35 pre-scheduled appointments of 25 minutes each plus other meetings outside workshop hours that may be arranged. Some agencies may prefer to receive your information by e-mail, mail or by using the ICEF Online platform either prior to or after the event (see also the paragraph "Follow Up" at ► [ICEF Workshop Procedures: Guidelines for first-time Participants](#)).

Please refer to the ► [Shipping Instructions & Delivery Label](#) for detailed information, customs requirements and a delivery label template.

## 5. Appointment Scheduling

### Scheduling Appointments Prior to the Event

Approximately 6 weeks prior to the event you will be supplied with login information to access the eSchedule PRO online appointment scheduling system.

Marcom eSchedule PRO (► [www.marcom-education.com](http://www.marcom-education.com)) allows you to select potential partners according to geographical origin, programmes, or date of inclusion in the system, as well as to send personalised appointment requests.

Please note that the **deadline for confirming / making appointments is February 28, 9:00 am Queenstown time.**

If you are using eSchedule PRO for the first time, we recommend to have a look at the ► [Getting Started Information](#) as well as ► [Scheduling Appointments – Useful Hints & Tips](#).

### Scheduling Appointments During the Event

In case your appointment schedule is not full at the beginning of the workshop, you will still have the possibility to maximize the number of your appointments on the morning of each workshop day (March 01 and 02) between 08:30 and 08:55 when additional appointments may be scheduled through personal contacts between participants. You may also utilize the agents' message boxes to leave additional appointment requests.

## 6. Your Catalogue Entry

### Company Profile

It is very important that you take the time to enter (into the Marcom eSchedule PRO system) your company's description that will appear in the catalogue, as agents will use this information before requesting or confirming appointments with you. Once you have logged on to eSchedule PRO for the first time, you will be asked to edit your profile, which you may change at a later date. Please make certain to **complete the catalogue entry by February 01, 2012** to ensure that your complete company profile is included in the printed Catalogue.

### Photos

If you would like to have your logo and up to **two** representatives' portrait-style pictures included in the ANZA Workshop catalogue, **send them to ► [ffestersen@icef.com](mailto:ffestersen@icef.com) before February 01, 2012.**

Accepted **file formats for photos** are: JPG, PNG, TIFF or GIF. The file should have a resolution of at least 130x160 pxl (72 dpi). Please make sure the representative's name appears in the file name.

## 7. Onsite Registration Procedures

Onsite workshop registration will take place on **Wednesday, February 29, 2012**, from 08:30 to 19:00 at the ICEF hospitality and registration desk located in the lobby of the **Millennium Hotel Queenstown**. There you will receive your registration package including your badge, a print-out of your meeting schedule as well as the workshop catalogue. Participants arriving after the registration period stated above can register on **Thursday, March 01, 2012** from 08:00 onwards at the ICEF hospitality and registration desk at the **Queenstown Events Centre**.

As the workshop is a protected trading environment, **anyone not wearing a badge may not be admitted** into the workshop area. Please also understand that for the same reason we cannot allow non-registered family, friends or staff to enter the workshop hall.

If you are new to ICEF Workshops, please have a look at the ► [ICEF Workshop Procedures: Guidelines for first-time Participants](#) with further useful event information.

**Educators** will be able to access their meeting tables at 08:00 am on Thursday, March 01.

### Meeting tables

Each meeting table will be covered with a white table cloth and will have access to an electricity outlet. Table signage with name and logo of each institution will be provided.

**Exhibitors** will be able to access their booths on Wednesday, February 29 between 11:00 and 17:00 and from 08:00 on March 01.

### **Booth equipment**

All booths are fully equipped according to their size:

#### **4 sqm:**

1 meeting table (1.2m long) with white table cloth, 4 chairs, 1 literature display rack, 4 point electricity outlet, 1 spotlight, name signs with exhibitor name, wireless internet access.

#### **6 sqm:**

1 meeting table (1.2m long) with white table cloth, 4 chairs, 1 literature display rack, 4 point electricity outlet, 1 spotlight, name signs with exhibitor name, wireless internet access.

All exhibitors will be contacted by the stand builder ("Peek Exhibition") prior to the event and will have the possibility to order extra equipment for their booths.

## **8. Seminars**

A number of seminars will be held on Wednesday, February 29, 2012, between 13:30 and 18:00 at the **Millennium Hotel Queenstown**. The seminar programme includes an introductory session on "How to maximise your ICEF Workshop Experience" and a training session for the ICEF Online Workshop - the world's first collaborative internet platform for the international education industry. A detailed seminar programme will be available soon.

## **9. Refreshments and Lunches**

Refreshments will be served on March 01 and 02 from 08:00 to 08:55, 11:00 to 11:20 and 16:20 to 16:40. There will also be coffee, tea and water stations throughout the workshop days in the workshop area. Lunch will be provided from 13:00 to 14:15 on both workshop days.

On February 29, a networking lunch will be served from 12:30-13:30 at the Millennium Hotel Queenstown.

## **10. Evening Networking Functions**

We cordially invite you to attend the following events:

### **Welcome drinks reception**

Wednesday, February 29, 2012, from 19:00 to 21:30 in the [Wakatipu Function room at Skyline Queenstown](#) (bus and gondola transport will be provided).

### **Evening dinner reception**

Thursday, March 01, 2012, from 19:30 to 23:30 at the Queenstown Events Centre.

The dress code for both receptions is smart casual. Please note that participants not wearing their workshop badge may not be admitted.

## **11. ICEF Online Workshop**

► [ICEF Online](#) is the ideal platform to follow-up and collaborate with the educators and exhibitors you meet at ICEF Workshops.

All participants at each event receive a free ICEF Online Workshop membership for this purpose. You will receive logins for your account approx. two weeks before the event. Please contact ► [info@icefonline.com](mailto:info@icefonline.com) for further information, or see an ICEF team member at the workshop to learn more about the features & benefits of your ICEF Online Workshop account.

## **12. Optional day tour to Shotover River, Gibbston Valley Winery and Arrowtown**

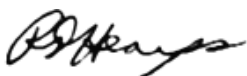
We are pleased to offer a day tour to Shotover River, Gibbston Valley Winery and Arrowtown on Saturday, March 03. Details, prices and an online booking link will be emailed to you prior to the workshop.

More information about Queenstown can be found at ► <http://www.queenstownnz.co.nz>

If you have any questions prior to the workshop, please do not hesitate to contact us.

We look forward to welcoming you in Queenstown!

Kind regards,



Rod Hearps  
Workshop Convenor