



Asia-Pacific
Economic Cooperation

**APEC AUSTRALIA 2007
SYMPOSIUM
AND
SENIOR OFFICIALS' RETREAT**

**ADMINISTRATIVE CIRCULAR
NUMBER 1**

INFORMATION AND GUIDELINES

**HYATT REGENCY SANCTUARY COVE
GOLD COAST, QUEENSLAND, AUSTRALIA
2 - 4 AUGUST 2006**

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1. **PURPOSE**

Australia will host APEC in 2007. As was the practice of the 2005 and 2006 hosts, Korea and Vietnam respectively, Australia will host a Symposium 2-3 August 2006 to discuss APEC's progress and key issues likely to be on its agenda in 2007.

Invited participants will include APEC officials, representatives of ABAC, PECC and APEC Studies Centres, as well as prominent business representatives and commentators from the Asia-Pacific region. This will assist Australia in its preparations for APEC 2007.

On 4 August Australia's Senior Official will convene an informal meeting of Senior Officials to discuss the outcomes of the Symposium.

This circular provides information on administrative and logistical arrangements in addition to general information about the APEC Australia 2007 Symposium (the Symposium) and an informal Senior Officials' Retreat (the Retreat).

2. **MEETING DATES AND VENUES**

2.1 The Symposium, Retreat and Accommodation will be at the Hyatt Regency Sanctuary Cove from **Wednesday 2 August to Friday 4 August 2006**. The main meeting venue is the Woolshed Conference Centre, located within the grounds of the Hyatt Regency.

Hyatt Regency Sanctuary Cove
Manor Circle
Sanctuary Cove (Gold Coast)
Queensland 4212
Australia
Tel: +61 7 5530 1234
Toll Free (Australia only): 13 12 34
Fax: +61 7 5577 6161
www.sanctuarycove.hyatt.com

3. **PROGRAM**

The Tentative Program for the Symposium and Retreat is included at **Annex A**.

4. **CONTACTS**

4.1 For **Accreditation, Accommodation and Transport** matters please contact:

Ms Melinda Rio
APEC Taskforce
Department of Foreign Affairs and Trade
Tel: +61 2 6261 3209
Fax: +61 2 6261 1385
Email: melinda.rio@apec2007.org

4.2 For **Administration, Conference Facilities and Documentation** matters please contact:

Ms Lyn Wing
APEC Taskforce
Department of Foreign Affairs and Trade
Tel: +61 2 6261 1241
Fax: +61 2 6261 3009
Email: lyn.wing@apcc2007.org

4.3 For general **Logistical** matters please contact:

Mr Marc Campbell
APEC Taskforce
Department of Foreign Affairs and Trade
Tel: +61 2 6261 1298
Fax: +61 2 6261 1385
Email: marc.campbell@apcc2007.org

4.4 For other matters please contact:

Mr Marco Salvio
APEC Taskforce
Department of Foreign Affairs and Trade
Tel: +61 2 6261 1455
Fax: +61 2 6261 3009
Email: marco.salvio@dfat.gov.au

5. ACCREDITATION PROCESS

5.1 Accreditation.

5.1.1 Participants must register their details using the Meeting Registration Form provided in **Annex B** no later than **Friday 14 July 2006** to:

Ms Melinda Rio
APEC Taskforce
Department of Foreign Affairs and Trade
Tel: +61 2 6261 3209
Fax: +61 2 6261 1385
Email: melinda.rio@apcc2007.org

5.1.2 Participants must include a JPEG photograph with their Meeting Registration Form. The JPEG file must be less than 1MB in size. The photograph will be used for the ID Badge.

5.2 ID Badge Issuance

5.2.1 The accreditation desk will operate as follows:

Tuesday 1 August 2006, 3:00pm - 5:00pm, main foyer of the Hyatt Regency Sanctuary Cove.

Wednesday 2 August 2006, from 8:00am, Woolshed Conference Centre.

5.2.2 ID Badges should be worn at all times and are required for entry to all sessions of the Meeting.

6. ACCESS TO SENIOR OFFICIALS' RETREAT

6.1 All delegates will be required to wear their ID Badges and SOM overpasses for access to the Senior Officials' Retreat.

6.2 Each Economy will be provided with two (2) overpasses for access to the Senior Officials' Retreat.

7. DOCUMENT REPRODUCTION AND DISTRIBUTION

7.1 Requirements for submission of meeting papers:

- All documents, speaking notes and presentations should be submitted in electronic form no later than **Friday 28 July 2006** to Lyn Wing on **lyn.wing@apec2007.org**.
- Each document must be accompanied by a Documentation Reproduction Request Form (**Annex E**) for verification purposes.
- Late submission of documents is strongly discouraged as there will be limited secretarial support at the meeting.

7.2 Documents developed during the meeting should be submitted for reproduction to the meeting secretariat at the Merino Room which will be open daily during the meeting, and on the evening of **Tuesday 1 August 2006**.

7.3 PowerPoint Presentations:

Participants who wish to use a PowerPoint presentation should submit their MS PowerPoint file (no more than 2MB) to **lyn.wing@apec2007.org** by **Friday 28 July 2006**.

8. ACCOMMODATION

8.1 A block-booking has been made at the Hyatt Regency Sanctuary Cove for delegates for the period 2-5 August 2006 at the special group rates outlined in the Accommodation Registration Form at **Annex C**.

8.2 Delegates are requested to make room reservations and arrange payment directly with the Hyatt Regency Sanctuary Cove. Rooms will be reserved on a first-come-first-served basis. To benefit from the special room rates you should make your reservation using the Accommodation Registration Form at **Annex C** no later than **Monday 26 June 2006**.

8.3 Please also note:-

- Extra room(s) and night(s) will be at the special rates.
- Fax the Hotel Reservation Form (**Annex B**) to the Hyatt Regency Sanctuary Cove on +61 3 8843 1300 or email pacific.reservations@hyatt.com by **Monday 26 June 2006** to take advantage of the special room rates. Reservations made after this date may result in higher room rates and will be subject to availability.
- A copy should be sent to the APEC Taskforce, DFAT, on fax +61 2 6261 1385 or email melinda.rio@apec2007.org.
- Delegates are responsible for all room charges, taxes and incidental expenses which should be settled upon check-out.

- This is a busy period at the Hyatt Regency Sanctuary Cove, therefore accommodation may be difficult to secure after this deadline.
- The Hyatt Regency Sanctuary Cove adjoins the meeting venue.

8.4 Check-in time is 2:00pm. Check-out time is 11:00am. Please vacate your room by 11:00am and place your luggage in storage if you do not wish to incur additional charges.

8.5 For more information regarding accommodation matters, please contact:

Ms Melinda Rio

APEC Taskforce

Department of Foreign Affairs and Trade

Tel: +61 2 6261 3209

Fax: +61 2 6261 1385

Email: melinda.rio@apcc2007.org

9. ARRIVALS AND ENTRY FORMALITIES

9.1 All delegates are responsible for obtaining the necessary visas or travel authorities before traveling to Australia. Visa requirements for entering Australia are detailed in Table 1.

9.2 Delegates eligible for Electronic Travel Authorities (ETA) can apply online at the Australian Department of Immigration and Multicultural Affairs website <http://www.eta.immi.gov.au/>.

9.3 Delegates requiring a Business Short Stay Visa (456) should submit their application to the Australian Embassy, High Commission or Consulate-General in their respective economies. The Form 456 can be found online at <http://www.immi.gov.au/allforms/pdf/456.pdf>.

9.4 APEC Business Travel Card (ABTC) holders can enter Australia without a visa and follow the usual procedures.

Table 1

Visa Requirements to enter Australia for APEC Economies' Passport Holders

Economy	Diplomatic, Official & Ordinary Passports
Brunei Darussalam	ETA
Canada	ETA
Chile	456
People's Republic of China	456
Hong Kong, China	<ul style="list-style-type: none"> ○ BNO passport – apply for ETA at Australian Consulate-General ○ Hong Kong SAR passport – apply for ETA online
Indonesia	456
Japan	ETA
Korea	ETA
Malaysia	ETA
Mexico	456
New Zealand	No visa required

Economy	Diplomatic, Official & Ordinary Passports
Papua New Guinea	456
Peru	456
Philippines	456
The Russian Federation	456
Singapore	ETA
Chinese Taipei	Apply for ETA at Australian Commerce & Industry Office
Thailand	456
United States of America	ETA
Vietnam	456

10. TRANSPORTATION

10.1 All meeting sessions will be held at the Woolshed Conference Centre, within the grounds of the Hyatt Regency Sanctuary Cove.

10.2 A limited number of free airport shuttle services will be provided to and from Sanctuary Cove during the periods of peak demand. Specific transfer times will be provided closer to the event date. The expected peak demand periods are:

- Tuesday 1 August 2006 – afternoon
- Wednesday 2 August 2006 – morning
- Thursday 3 August 2006 – evening
- Friday 4 August 2006 - evening

10.3 Delegates arriving/departing outside these periods are responsible for their own airport transfers. Transportation options include:

- Private shuttle
 - 1 passenger \$75.00 (total)
 - 2 passengers \$80.00 (total)
 - 3 passengers \$105.00 (total)
 - 4 passengers \$130.00 (total)
 - 5 - 11 passengers \$190.00 (total)
- Metered taxi cab \$120.00 approx.
- Pre-booked metered business class taxi cab \$140.00 approx.
- Pre-booked limousine \$150.00.

10.4 Sanctuary Cove is approximately 45 minutes drive from the Brisbane Domestic and International Airports.

10.5 Transfer arrangements should be made using the Airport Transfer Form at **Annex D**.

11. FACILITIES

11.1 The Woolshed Conference Centre at the Hyatt Regency Sanctuary Cove is the venue for all sessions of the meeting. The meeting secretariat office will also be located at the meeting venue.

12. MEDICAL SERVICES

Basic first aid will be available at the Hyatt Regency and the Woolshed Conference Centre. A medical General Practitioner is located the Sanctuary Cove Marina Village, open Monday to Friday 9:00am to 5:00pm. Appointments with doctors for general medical check-ups can be difficult to obtain at short notice. Accounts for medical consultations should be settled at the time of the visit. The Gold Coast Hospital is the closest public accident and emergency centre to the venue, about 25 minutes drive from Sanctuary Cove. Participants should contact the onsite secretariat for all medical issues.

13. DRESS CODE

Business attire will be required for the official dinner on **Wednesday 2 August 2006**. The dress code for the remainder of the meeting is smart casual.

14. DELEGATES' INFORMATION PACK

A delegates' information pack will be provided upon registration at the meeting.

15. GENERAL INFORMATION

15.1 Australia

In land area, Australia is the sixth largest country after Russia, Canada, China, the United States of America and Brazil. It has a relatively small population. Australia is the only country to occupy an entire continent and its outlying islands. The mainland is the largest island and the smallest, flattest continent on Earth. It lies between 10° and 39° South latitude.

Australia is the driest inhabited continent on earth. Its interior has one of the lowest rainfalls in the world and about three-quarters of the land is arid or semi-arid. Its fertile areas are well-watered, however, and these are used very effectively for agricultural production. Sheep and cattle graze in dry country, but care must be taken with the soil. Some marginal grazing land became desert when the long cycles that influence rainfall in Australia turned to drought.

The Australian Federation consists of six States and two Territories. Most inland borders follow lines of longitude and latitude. The largest State, Western Australia, is about the same size as Western Europe.

Sanctuary Cove, located on Queensland's Gold Coast, is Australia's first integrated tourism resort. Set on 100 acres, Sanctuary Cove features a 300 berth marina and three championship golf courses. The Marina Village includes a theatre, restaurants, bars, boutiques and specialty stores. Sanctuary Cove is 25 minutes drive to Surfer's Paradise.

The modern City of the Gold Coast encompasses 5000 sq km. It is bounded to the east by 70km of coastline, reaches the greater Brisbane area in the north, stretches south to the New South Wales border and west to the coastal mountains. Before European settlement in the 1860s, the Gold Coast and hinterland was a natural area of timbered mountains and hills, river valleys, floodplain, salt and freshwater wetlands.

The Gold Coast was home to generations of indigenous peoples for thousands of years, including the Kombumerri and Yugambeh clans. Aboriginal people commonly travelled through the Numinbah Valley when attending gatherings. Nightcap National park is the base for the Bundjalung nation with many sacred sites. Ceremonial bora rings continue to be special places.

Today, the Gold Coast is Australia's sixth largest city with a culturally diverse population of over 455,000. Almost 25% of the population was born overseas. As one of Australia's fastest growing regions and most popular tourist destinations, the Gold Coast attracts around 10 million visitors annually.

More information about the Gold Coast is available at <http://www.verygc.com/>.

15.2 Currency

Australia's currency is the Australian Dollar. The approximate exchange rate is AUD\$1.00 equals USD\$0.75.

15.3 Climate

In August, average temperatures range between 10°C (minimum) to 22°C (maximum). Sunrise is 6:50am and sunset is 5:15pm approximately.

15.4 Electricity Supply

Power supply is 220-240 volts. The plugs and sockets are three pins, but not European-style. Please ensure you purchase a power adapter before arriving in Australia.

15.5 Postal Service

Postal services in Australia are reliable and efficient. Post offices open from 9:00am to 5:00pm Monday to Friday and postage of a standard domestic letter costs 50¢.

15.6 Banking Services

The Bank of Queensland, located at Sanctuary Cove, is open from 9:30am to 4:30pm Monday to Friday and provides the full range of financial and banking services, including currency and traveller's cheque exchange, and an automatic teller machine. The Hyatt Regency accepts most credit cards and international debit cards.

15.7 Time

The Gold Coast is GMT plus 10 hours.

15.8 Tourism

Information on Gold Coast tourism can be found on the internet, however, it is recommended that delegates access the official Queensland Government tourism website at <http://www.tq.com.au>.

15.9 Language

English is the common language in Australia.

15.10 Financial Arrangements

All expenses, including hotel nights, meals not stated in the program, and incidental charges will be covered by delegates. Delegates will also be responsible for any no-show or cancellation charges.

15.11 Taxation

A Goods and Services Tax (GST) of 10% is levied on all goods and services in Australia, excluding items such as basic food products. Generally, things that are not for consumption in Australia, such as exports, are GST-free. The tax is included in the listed price of the goods and services.

The Tourist Refund Scheme (TRS) allows tourists and Australian overseas passengers to claim a refund of GST and WET (wine equalisation tax) on goods bought from Australian retailers. Travellers can claim the refund from Customs officers at TRS facilities located at international airports when departing Australia. The refund is paid on goods costing \$300 (GST-inclusive) or more, bought from the same store, no more than 30 days before departure. The traveller must present the goods, original tax invoice from the retailer, passport and boarding pass.

TENTATIVE PROGRAM**APEC 2007 Symposium
Sanctuary Cove, Queensland
2-3 August 2006****WEDNESDAY 2 AUGUST 2006****1400-1410 Introduction****1415-1600 Session 1: APEC's Role in Trade and Investment**

One of APEC's key objectives in recent years has been to support the WTO negotiations. By the start of 2007 the fate of the Doha Round should be known. Will a successful outcome help to quell growing protectionist sentiments? Will it help to arrest deteriorating global imbalances? Where to for APEC if the Round results in a modest outcome, or fails, or is placed in deep freeze? How can members avoid the competitive pressure of entering into poor quality FTA's that limit growth and efficient resource allocation?

1600-1630 Coffee break**1630-1800 Session 2: Productivity Growth and the Regional Business Environment.**

Despite APEC's liberalisation record since 1994, tariff barriers remain substantial. But "behind-the-border" measures are now as serious as remaining border measures. A greater focus on non-border impediments does not mean abandoning trade liberalisation, but is it time for new directions, targets and milestones? What can be done to improve productivity growth?

1930 Official Dinner: Keynote presentation

THURSDAY 3 AUGUST 2006**0900-1045****Session 3: The Financial Outlook**

There are wide-ranging imbalances in the regional and global economies. The US is running substantial current account and fiscal deficits, drawing on savings from Asia and the Middle East. Many emerging market economies in East Asia have a shortfall of investment. Whether all these imbalances are sustainable and who needs to adjust to redress them are open to debate. Are governments doing enough to prepare for adjustment and ensure sustainable growth? Has enough been done to strengthen banking, insurance, securities and regulatory markets, and broaden bond and equity markets? Can governance be improved to strengthen sustainable investment? What actions can be taken in the Asia Pacific region to balance and sustain growth?

1045-1115**Coffee break****1115- 1300****Session 4: The Human Security Agenda**

APEC's human security agenda encompasses counter-terrorism, weapons proliferation, emergency and disaster preparedness, health and energy security. Enhancing security is an essential element in promoting growth in trade, transport, tourism and investment while recognising the need to minimise disruption and costs to business. Where should APEC focus its activities? What can be done to enhance regional cooperation in the area of human security? Is the private sector doing enough to address the issue?

1300-1430**Lunch****1430-1600****Session 5: APEC's Role in the Region's Economic Architecture**

The formation of the East Asia Summit has added a new dimension to the Region's economic architecture. Some overlap in terms of agendas and activities of various regional groupings (APEC, ARF, EAS, ASEAN +Three) is inevitable. Given the differences in membership, how can we ensure complementary development of regional groupings to advance our common interests? How can each forum add unique value in dealing with emerging challenges?

1645-1700**Session 6 Wrap-up and Close****FRIDAY, 4 AUGUST 2006****0900-1300****Informal Meeting of Senior Officials**

MEETING REGISTRATION FORM

APEC Australia 2007 Symposium and Senior Officials Retreat

2 - 4 August 2006, Hyatt Regency Sanctuary Cove, Gold Coast, Queensland, Australia

Please complete and return this Meeting Registration Form with an attached JPEG (digital) photograph by **Friday 7 July 2006** to:

melinda.rio@apec2007.org

Head of APEC delegation
 Official delegate
 Invited Guest

Mr/Ms/Mrs/Dr/Other: _____

First Name: _____

Surname: _____

Name on ID Badge: _____

Economy / Organisation: _____

Department/Institution: _____

Position/Title: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Arrival date: _____

Arrival time: _____

Arrival flight: _____

Departure date: _____

Departure time: _____

Departure flight: _____

Is accommodation booked? Yes No

(Delegates are responsible for booking their own accommodation – see **Annex C**)

Special dietary requirements: _____



Hyatt Regency Sanctuary Cove
 Manor Circle
 PO Box 200
 Sanctuary Cove QLD 4212
 Australia

ACCOMMODATION REGISTRATION FORM

ACCOMMODATION INFORMATION

EVENT: APEC Australia 2007 Symposium
Res ID: OPT1
WHEN: 2 - 4 August 2006
WHERE: Hyatt Regency Sanctuary Cove
 Manor Circle
 Sanctuary Cove QLD 4212

ACCOMMODATION:

Special rates have been negotiated for this event with the Hyatt Regency Sanctuary Cove and are available by completing the registration form and faxing it back to **+61 3 8843 1300** or by telephoning our Reservations Department on +61 13 1234.

To secure your reservation, please book no later than **Monday 26 June 2006**. Reservations are subject to availability.

ARRIVAL/DEPARTURE DETAILS

Name

Head of delegation Official delegate Invited Guest

Address:

Organisation:

Email:

Phone: Fax:

Arrival date: Time:

Flight details:

**Check-in time is from 2:00pm*

I will depart on at approx

**Check-out time is 11:00am*

Please reserve accommodation at the Hyatt Regency Sanctuary Cove as follows (Please tick (√) appropriate box):

- Single Share**
- Deluxe accommodation AUD \$210.00*
- Twin/Double Share**
- Deluxe accommodation AUD \$210.00*

Please find attached cheque/bank draft/money order for total payment of AUD payable to Hyatt Regency Sanctuary Cove & mailed to PO Box 200, Sanctuary Cove, QLD 4212, Australia.

OR

Please use the following credit card to guarantee the booking

Credit Card Name:

Type of Credit Card:

Credit Card Number:

AMEX 4 Digit Security No:.....

Expiry Date:

Cardholders Address:

Cardholders Signature:

Date:

Would you like a confirmation sent to you for your booking?

Yes No

Cancellations:

Please note reservations cancelled after **Monday 3 July 2006** will be subject to a cancellation fee of 100%.

Please fax or email this completed form to:

- (1) **Reservations Department**
Hyatt Regency Sanctuary Cove
Fax: +61 3 8843 1300
Email: pacific.reservations@hyattintl.com

AND

- (2) **Melinda Rio, DFAT APEC 2007 Taskforce**
Fax: +61 2 6261 1385
Email: melinda.rio@apec2007.org

OFFICE USE ONLY

Confirmed by: _____ **Date Confirmed:** _____

Confirmation #: _____



Hyatt Regency Sanctuary Cove
Manor Circle
PO Box 200
Sanctuary Cove QLD 4212
Australia

AIRPORT TRANSFER FORM

EVENT: APEC Australia 2007 Symposium
WHEN: 2 - 4 August 2006
WHERE: Hyatt Regency Sanctuary Cove
Manor Circle
Sanctuary Cove QLD 4212

Number of passengers:

Transfer Required (please tick appropriate box)

- Free shuttle
1 passenger \$75.00
2 passengers \$80.00
3 passengers \$105.00
4 passengers \$130.00
5 - 11 passengers \$190.00

ARRIVAL/DEPARTURE DETAILS

Name

Head of APEC delegation Official delegate

Invited Guest

Address:

Organisation:

Email:

Telephone:

Fax:

Arrival date: Time:

Arrival flight:

Departure date: Time:

Departure flight:

If you require a private airport transfer (outside the free shuttle periods) please complete the following credit card details to guarantee the booking.

Credit Card Name:

Type of Credit Card:

Credit Card Number:

AMEX 4 Digit Security No:

Expiry Date:

Cardholders Address:

Cardholders Signature:

Date:

Please fax or email this completed form to:

(1) Hyatt Regency Sanctuary Cove
Fax: +61 7 5577 8234
Email: joanna.alifierakis@hyatt.com

AND

(2) Melinda Rio, DFAT APEC 2007 Taskforce
Fax: +61 2 6261 1385
Email: melinda.rio@apec2007.org

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