

# Philanthropy Meets Parliament Summit

## FAQs

Question	Answer
<b>Summit location</b>	Theatrette Parliament House, Canberra ACT, Australia
<b>Program information</b>	A <a href="#">detailed program</a> has been released. Changes to the program may occur even on short notice before the Philanthropy Australia Summit.
<b>Language</b>	The official Philanthropy Australia Summit language is English. No simultaneous translations will be provided, except where otherwise indicated or specified.
<b>Accessibility</b>	We are dedicated to creating an inclusive experience for all attendees. The event venue at Parliament House is accessible and Philanthropy Australia staff will be there to assist with guiding delegates up to the Theatrette. To find out more about the venue access please visit the Parliament House <a href="#">website here</a> .
<b>Dress</b>	A guide to the dress code is business casual however you are welcome to wear anything that makes you feel good.
<b>Sustainability</b>	We are minimising the carbon footprint at the Philanthropy Meets Parliament Summit 2023. You can play your part by: <ul style="list-style-type: none"> <li>- Bringing your drink bottle to refill from the water coolers.</li> <li>- Bringing a reusable coffee up to use at the café or when getting a coffee.</li> <li>- Using our app. We have opted not to provide paper programs, so please download the official app.</li> </ul>
<b>Official start time</b>	The event will have an 8.20am seating preference for an 8.30am sharp start.  Please arrive early to get through security, collect your name badge and be seated before the official proceedings commence.
<b>Identification and accessing the venue</b>	To enter Parliament House, delegates are required to present a valid identity card/passport or equivalent <b>photo ID</b> .  This is a <b>mandatory</b> security measure that will be enforced regardless of if the delegate has registered for the Philanthropy Meets Parliament Summit or not. Access to the venue without a valid identification document is not possible. No refunds will be made to attendees who are not admitted due to a lack of ID.  Registration is only valid for the person that has registered. Sharing the name badge with another person is not permitted.

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<b>Security</b>	<p>To enter Parliament House, delegates are required to enter through a security screening. The security screening ensures a safe environment for both visitors and parliamentary staff. Please allow at least 15minutes when planning your visit.</p> <p>Please note that bicycles may not be brought through security screening and into Parliament House. Bike racks are available in the Forecourt Basement car park. Items such as weapons or replica weapons, helium balloons, confetti or glitter, flammable items, incense or candles are not permitted under any circumstance.</p> <p>If you require any assistance with the security screening process, please see a Parliament House Security officer.</p>
<b>Lunch and coffee breaks</b>	<p>Catering is included in the registration fee.</p> <p>The timing will be tight so please don't schedule any meetings during the morning and afternoon breaks.</p> <p>Lunch will be <b>12.30pm – 1.45pm.</b></p> <p>The catering will be held in the Mural Hall which is a 5-minute walk from the theatre.</p> <p>Please advise Philanthropy Australia as soon as possible if you have any allergies or dietary requirements. We will make sure that there are vegetarian options.</p> <p>There is also a café at Parliament House which is available where you can purchase items at the delegate's cost.</p>
<b>Wi-Fi connection</b>	<p>There is free Wi-Fi available at the venue for all participants and available throughout the entire venue.</p>
<b>Smoking policy</b>	<p>Smoking is not permitted anywhere in the venue. The prohibition also includes any form of e-cigarettes or vapes. The organiser reserves the right to issue a fine, if the smoking prohibition is violated.</p>
<b>Hotel reservation</b>	<p>Hotel accommodation is not included in the registration fee and needs to be organised by attendees. The organiser will not assist with hotel bookings. A list of nearby hotels is provided on our <a href="#">website</a>.</p>
<b>Registration name change</b>	<p>Name changes will only be accepted by email stating the new and old names as well as the new contact details (address, email). Transferring your registration to a different person cannot be guaranteed if you do not inform us in advance. Name changes due to misspelling are always accepted. Please contact us at <a href="mailto:programs@philanthropy.org.au">programs@philanthropy.org.au</a>.</p>
<b>COVID-19 guidelines</b>	<p>If you are feeling unwell or have COVID-like symptoms, please stay home and do not enter the building or attend the event.</p> <p>Please follow relevant health advice.</p> <p>There will be hand sanitiser available on the day.</p> <p>You are welcome to wear a mask if you feel more comfortable to do so.</p> <p>For more information visit: <a href="#">Parliament House, COVID-19 Guidelines</a></p>

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<p><b>Can I swap my ticket with someone else?</b></p>	<p>We cannot guarantee that your ticket can be swapped into someone. Please get in touch by emailing <a href="mailto:programs@philanthropy.org.au">programs@philanthropy.org.au</a></p>
<p><b>How do I access the Philanthropy Meets Parliament Summit app?</b></p>	<p>Delegates are encouraged to install the Summit mobile app in advance to make your journey to the Summit easier. The app will enable you to access detailed information about sessions, speakers.</p> <p><b>Install the app</b></p> <ol style="list-style-type: none"> <li>1. Install 'The Event App by EventsAir' in Apple shop or Google Play. <ul style="list-style-type: none"> <li><a href="#">Apple Shop</a></li> <li><a href="#">GooglePlay</a></li> </ul> </li> <li>2. Once the app is installed, use the code '<b>pasummit23</b>' to access the Summit app.</li> <li>3. Log in with your registration email (the email you registered for the Summit) and use the code sent to your email as confirmation.</li> </ol>
<p><b>Name badges</b></p>	<p>Name badges <b>must</b> be worn at all times during the Philanthropy Australia Summit 2023. Access to the Theatre will not be granted without a valid name badge.</p> <p>There will be a self-check-in system onsite in the foyer of the Theatre which will print your name badge prior to entering.</p>
<p><b>Transportation to the venue</b></p>	<p><b>On Foot:</b> Parliament House is located one kilometre from the Realm Precinct, which includes Hotel Realm, Burbury Hotel, Little National Hotel and Brassey Hotel. Please <a href="#">click here for directions</a>.</p> <p><b>By Car:</b> If you are travelling from the city centre, take Commonwealth Avenue to Parliament Drive. If you are travelling from the south, please take Adelaide Avenue</p> <p><b>By Taxi:</b> Direct, your taxi to the taxi rank at Forecourt Basement car park at Parliament House, or to Parliament Drive, adjacent to the Ministerial, Senate and House of Representatives wings. Taxis may not be booked to collect you from the taxi rank at Forecourt Basement, however you may use the telephone provided at the rank to free call Canberra Cabs or Cabxpress, who will send a car if there is not one waiting already.</p> <p>Canberra Cabs Telephone: 13 2227  Silver Service: 133 100  Cabxpress Telephone: 1300 222 977</p> <p><b>By Bus:</b> ACTION buses service Parliament via the bus stop on Federation Mall, approximately 200 metres from the public entrance at the front of Parliament House. To find a bus timetable or play your bus journey, <a href="#">click here</a>.</p>