



**Information Circular**  
for Delegates attending the:

***Asia-Pacific Regulators Dialogue***  
***Private Pensions, Funds and Asset Management***  
**5 – 6 March 2008, Park Hyatt Hotel, Melbourne**

*Released on 16 January 2008*  
*Melbourne APEC Finance Centre (MAFC)*

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## **1. Introduction**

This Information Circular provides general information and details for the *Asia-Pacific Regulators Dialogue: Private Pensions, Funds and Asset Management* that will be held in Melbourne from Wednesday 5 March to Thursday 6 March 2008.

The objective of this Dialogue is to assess the current challenges in regulatory arrangements with regard to private pensions, funds and asset management and also to discuss the respective industry, regulatory and consumer positions.

We have made every effort to confirm that the information contained in this pack is accurate. However, should there be any changes or alterations, delegates will be made aware of these via mail or email. Should you have any questions, please do not hesitate to contact the office of the Melbourne APEC Finance Centre (details below). Amendments and updates will also be posted on the Dialogue webpage which you should check on a regular basis.

The webpage can be found at: <http://www.apec-melbournefincen.org.au/FUNDSDLG.html>

## **2. Venue**

The Dialogue will be held at:

### **Park Hyatt Melbourne Hotel**

Fairmont Room

1 Parliament Square, off Parliament Place

Melbourne, VIC 3000

Web: <http://melbourne.park.hyatt.com/hyatt/hotels/index.jsp>

Any enquiries you may have about the venue should be directed to us at the Melbourne APEC Finance Centre or through a staff member of the Centre on the day. If however you need to contact the Park Hyatt Hotel, our contact person is Jacqui Parnham and her phone number is: +61 3 9224 1206

For those of you intending to drive to the venue, there is undercover secure car parking available. Valet parking at the hotel costs A\$20 for the day and A\$25 for overnight parking. Delegates can alternatively park in Wilson Parking, located nearby at St. Andrews Place, East Melbourne. Wilson Parking can be contacted by phone on +61 3 9224 0301 and rates can be found on their website:

<http://www.wilsonparking.com.au/go/wilson-car-parks/vic/park-hyatt>.

For internet access at the Park Hyatt, the Business Centre is open during business hours with high speed internet access, computer access, mail service and copying services all available for varying fees.

## **3. Venue and its Surrounds**

The Park Hyatt Hotel is located in one of Melbourne's most historic areas. The hotel is next to the beautiful Fitzroy and Treasury Gardens and is surrounded by



Victorian architecture. Points of interest that are close by include Victoria's Parliament House, the Melbourne Cricket Ground and the Princess Theatre. The hotel is in walking distance from



all recommended accommodation venues (see below).

If you are travelling to the Park Hyatt by public transport within Melbourne, the hotel is only a three minute walk from Parliament Station for train service or via tram on Routes 31, 86, 95, 96, 109 or 112, which all have stops close-by to the hotel.

#### **4. Melbourne APEC Finance Centre Details**

For any information or clarification about the program or about anything contained herein, please do not hesitate to contact us. The Melbourne APEC Finance Centre is located at:

Level 12, 30 Collins Street  
Melbourne VIC 3000  
Ph: +61-3-9903 8757  
Fax: +61-3-9903 8813  
E: [Alex@apec.org.au](mailto:Alex@apec.org.au) or [Lauren@apec.org.au](mailto:Lauren@apec.org.au)

#### **5. Accommodation and Travel**

For those of you coming to Melbourne from interstate or overseas, it is your responsibility to organise your own travel and accommodation. We can assist or advise you but we cannot organise these matters on your behalf. If you are coming from overseas, you will also need a valid visa to enter Australia. See below for more information about visas.

With regard to accommodation, there are many hotels in the central business district or slightly on the outskirts of town within close proximity to the Dialogue venue. Four of these are listed below (including the Dialogue venue) and they will be a good starting point if you are looking for somewhere to stay during the Dialogue. The prices listed are only an indication and are subject to fluctuation, but they represent a range of hotel types, from budget to exclusive.

Please note that it is your responsibility to book your own accommodation and you are free to stay where you like. However, if you would like to book accommodation at the Dialogue venue, the Park Hyatt, you may use the special delegate Banquet Code which offers a reduced rate of AU\$290 per night. Please quote the Banquet Code - 'Ban 4' when making reservations. Please find other hotel suggestions following:

##### **Somerset Gordon Place**

24 Little Bourke Street (between Swanston and Elizabeth Streets)

Ph: +61 3 9663 2888 or local toll free 1800 766 377

Fax: +61 3 9639 1537

E: [enquiry.melbourne@the-ascott.com](mailto:enquiry.melbourne@the-ascott.com)

*(Prices start at AU\$135 per night)*



##### **Mercure Hotel Melbourne**

13 Spring Street, Melbourne

Ph: +61 3 9205 9999

Fax: +61 3 9205 9905

E: [h2086-RE02@accor.com](mailto:h2086-RE02@accor.com)

*(Prices start at AU\$195 per night)*



### **Hotel Windsor**

103 Spring Street (between Swanston and Elizabeth Streets)

Ph: (03) 9654 6888

Fax: (03) 9654 0368

E: [reservations@cm.mirvac.com.au](mailto:reservations@cm.mirvac.com.au)

*(Prices start from AU\$250 per night)*



### **Park Hyatt Melbourne**

26 Southgate Ave, Southbank

Ph: (03) 9693 6000

Fax: (03) 9693 6099

E: [reservations@qws.mirvac.com.au](mailto:reservations@qws.mirvac.com.au)

*(Prices start at AU\$290 per night)*



## **6. Visa Information**

For participants or presenters coming from overseas, you may require a visa to enter Australia. The Melbourne APEC Study Centre cannot be held responsible if delegates fail to obtain an appropriate visa in advance. Information about visas to Australia can be found at: <http://www.immi.gov.au/allforms>. Unless otherwise advised, you will probably require a Business (Short Stay) visa, which is accessed through application form 456. In order to apply for a visa, you will need to contact your local Australian consular office. See <http://www.immi.gov.au/contacts/overseas/index.htm> to find your nearest office. They should also be able to advise you about the type of visa you should apply for.

If you require a letter of reference or support to assist your visa application, please contact us in advance so that we can provide this for you. Please be aware that a visa application may take 10 business days or more to process so make sure to apply for your visa as soon as possible. Please notify us if you run into any problems or issues.

## **7. Sessions and Discussions**

The Dialogue will be comprised of two days of interactive discussion between regulators and experts from economies within the Asia-Pacific region including China, Indonesia, New Zealand, Papua New Guinea, Philippines, Hong Kong, Singapore, Canada, Thailand, Vietnam, Chinese Taipei, Malaysia, India, Fiji, Japan, USA, South Korea and Australia. It will also involve experts from relevant international organisations in the region and from the UK, as well as from the private sector. All proceedings and printed materials will be in English.

The Dialogue will focus on issues including potential impacts on financial markets and on public finances, regulatory changes, governance and investment policies, industry and consumer responses, and emerging best practices in regulatory frameworks.

Each session will involve a moderator and a group of highly qualified panelists, each of whom will speak briefly about key matters relating to the topics of each session. The moderator may raise further issues for one or all of the panelists to discuss, and will then invite observations, comments or questions from the floor. Participants are strongly encouraged to engage in frank and open discussion.

Sessions have been designed to run for a hour and a half, depending on the number of panelists within each session. It is expected that panelists will speak for about 10 minutes each to allow enough time for discussion with delegates from the floor, to be monitored by

the moderator of each session. We will very strongly attempt to keep to the schedule to ensure that each session and each day runs on time.

Please also note that the program is still subject to change. After registration, delegates will receive further details including the final program.

### **8. Panellists and Moderators**

Each panellist will be asked to provide notes that will be used to address the topic of their session. All panellist materials will be included in each Dialogue folder. On the day, each panellist should summarise their main points and elaborate on important issues but are encouraged to openly address these issues directly with Dialogue delegates.

### **9. Registering for the Dialogue**

All delegates must register for the Dialogue and there is no registration cost. Upon receipt of your registration form, you will be sent a confirmation letter to your nominated email address. For overseas delegates, this confirmation can be used to substantiate a visa application.

All delegates and presenters will need to sign-in upon arriving at the Dialogue on each day. Upon arrival, each delegate will be issued with a nametag that should be used throughout the two-day Dialogue.

Each presenter and delegate will receive a course folder upon arrival at the Dialogue. The folder will contain a copy of all of the speaker summaries, biographies and other pertinent materials.

### **10. Social Events and Meals**

Registration entitles delegates to attend all sessions and participate in all social activities. Lunches, morning and afternoon teas will be provided on both days of the Dialogue. When registering, it is important to indicate any dietary requirements so that these can be catered for.

The Dialogue dinner will be held on the evening of 5 March. *This dinner will be open to registered Dialogue delegates and presenters only.* All delegates will be notified of the dinner venue upon signing-in at the Dialogue. The venue will be within close proximity to the Park Hyatt Hotel and will feature a speaker.

On the 6 March, following the final session of the Dialogue, a cocktail reception will be held at the hotel and will feature a senior government official. All participants and presenters are encouraged to attend both social events.

### **11. Conference Website**

All of the relevant information about the Dialogue, including an updated program, news, and venue and accommodation details are available on the following webpage:

<http://www.apec-melbournefincen.org.au/FUNDSDLG.html>

### **12. Queries**

Any questions about the program, the information contained within this Circular or any other matter related to the Dialogue should be directed to the Melbourne APEC Finance Centre. Contact details are provided above. We look forward to your participation and to welcoming you in Melbourne!