

# Transforming Systems Forum: Information Pack

This document includes details about the Forum times, location, and helpful information.

For more about the Forum program and preparing for your participation, please read the accompanying 'Starter Guide' - which we recommend all participants read before the Forum.

## **Forum timing**

**Thursday 29 June 2023** please arrive by **8:45am**.


Day 1 will start sharply at **9am with a Welcome to Country** by Wurundjeri man Thane Garvey. Tea/ coffee will be available.

The Forum finishes at **4.30pm** and there's an opt-in casual gathering (drinks/dinner) for those interested on Thursday night (pay your own way).

**Friday 30 June 2023** is 9am - 4.30pm. Tea/coffee available from 8.45am.

## **Venue location and what to do when you arrive**

We will be meeting on the land of the Wurundjeri Woi-wurrung people, and extend our respects to the Traditional Owners and Elders (past and present).

The Forum is at the Melbourne Business School Conference Centre:  168 Leicester Street , Carlton, VIC 3053 (see map below).

The event will start at the **Auditorium** (Pelham Room) in the Melbourne Business School (MBS) Conference Centre. The MBS Conference Centre is adjacent to the main building for the Melbourne Business School.

**On arrival please go to the auditorium to sign in and grab a name tag.**

There will be signage outside the building and the room for the Forum. We will also be using the Bouverie Room and Leicester Rooms for breakout sessions.

Lunch on day 1 will be in the Dining Hall of the main building (not auditorium) and in the Hub (main building) on day 2.

## **Who do I contact if I need help before or at the venue?**

For any queries or support related to the event, please contact Poroma Kanya via email [learning@collaborationforimpact.com](mailto:learning@collaborationforimpact.com) or text/ call 0412099883 (on the day).

## Getting there

[168 Leicester St. Carlton VIC 3053.](#)



**The venue is easy to access by public transport and rideshare.**

Closest bus/ tram stops to the venue are listed below:

Bus stop:

- Melbourne University/Pelham St - Bus 401/ 402/ 403
- Melbourne University/Grattan St - Bus 546

Tram stop:

- Haymarket/Elizabeth St tram - Trams 19 and 59
- Flemington Road (Stop 12) - Tram 58

**There is no onsite car parking. Paid parking is available near the venue.**

Closest paid parking spots are listed below:

- University Square Carpark 📍 227 Grattan St
- Mad Max Carpark 📍 Mad Max car park
- South Lawn Carpark 📍 South Lawn Carpark

## **Catering and inclusions**

**Morning/afternoon tea and lunch will be provided** on both days. Tea/ coffee and water is provided for the duration of the event on both days.

When you registered you would have had a chance to indicate your dietary requirements. **If you have not yet provided us with your dietary requirements**, please email [learning@collaborationforimpact.com](mailto:learning@collaborationforimpact.com) asap.

The costs associated with the social gathering on Thursday night are not included in the ticket.

## **Housekeeping**

There are three toilets available in the conference centre (including one accessible) and more toilets available in the main Melbourne Business School building next door.

## **Accessibility**

The MBS Conference Centre and the Pelham room are wheelchair accessible. There is one accessible toilet at the venue.

## **Green efforts**

While the venue and catering will make efforts to use green options as much as possible, for morning and afternoon tea the venue only has disposable mugs and water cups (bio cups) available. **You are encouraged to bring your own keep cups and refillable water bottles.**

## **What to bring?**

Writing pads and pens will be provided at the event venue.

The weather in Melbourne can be unpredictable and wet at this time of the year. You should consider bringing an umbrella or raincoat in case of rain. We will be moving between two buildings during the Forum.

Temperatures are expected to be between 14 to 8 °C for the days of the Forum. So please wear layers and dress appropriately for the cold weather.

## **What happens after the event – how do we stay connected?**

We will ask you when you sign in if you would like to stay connected to this network and similar networks supported by CFI after the Forum. This is an opportunity for us to keep in touch and keep connected as a broader and expanding network.