

When: Saturday 10rd August 2019 at 8:00am

Where: Melbourne Convention and Exhibition Centre, 1 Convention Centre Pl. South Wharf

**VIC 3006** 

Hashtag: #DDDMelb2019

### Code of Conduct

We are dedicated to providing a harassment-free experience for everybody. Please make sure you familiarise yourself with the <u>Conference Code of Conduct</u>. This applies to everyone participating in a DDD Melbourne event including the After Party.

All attendees, speakers, sponsors and volunteers at our conference are required to agree with the Code of Conduct. Organisers and volunteers will enforce this code throughout the event. We are expecting cooperation from all participants to help ensuring a safe, welcoming environment for everybody.

#### Reporting an issue:

- Visit the info desk
- Speak to the organiser or volunteer in a Teal coloured shirt
- Direct message @dddmelb on twitter
- Email <a href="mailto:info@dddmelbourne.com">info@dddmelbourne.com</a>
- Report anonymously through this <u>form</u>

What to do if someone makes a complaint about you?

- DDD Melbourne organisers and volunteers will have a conversation with you, and listen to you.
- Listen to the complaint with an open mind and consider the effect rather than intent of the behaviour in question
- Don't be dismissive of the complainant
- Understand any advice given on how to act in the future
- Comply with the directions of the DDD Melbourne organisers and volunteers

We believe everyone here is coming from a good place, and so we expect that you're learning, just like we are.

## Photo policy

Yellow Lanyard - no photos please :)

These will be available on request at registration and throughout the day if you are not comfortable with being photographed.

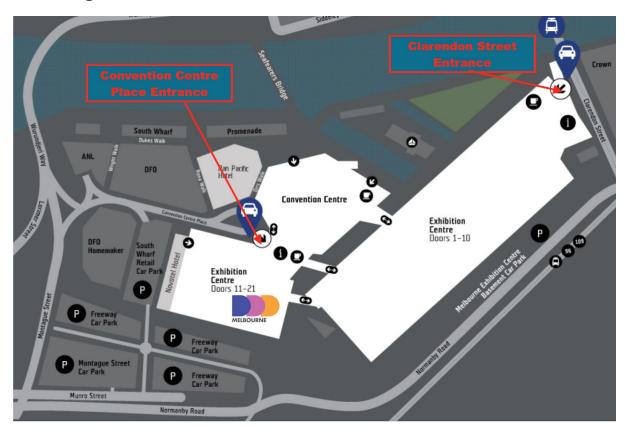
### Save the Planet

Where possible, we highly recommend you take along a reusable water bottle and/or coffee cup so that we can minimise our effect on the environment

# Accessibility

If you have any concerns on accessibility, please checkout our detailed <u>Accessibility Page</u> on the DDD Melbourne website.

## **Getting There**



Car: The closest entrance to the DDD space in the exhibition centre is Convention Centre Place entrance. If you are being dropped off by Uber/taxi, the address to provide the driver is 1 Convention Centre PI, South Wharf VIC 3006. Please visit MCEC for further guidance.

Parking: Visit the MCEC website for paid parking options.

Train: The closest station is Southern Cross. Once you exit the station, you can catch the 96, 109 or 12 tram routes and arrive at MCEC in just a few stops. See <u>Public Transport Victoria</u> to plan your journey.

Tram: Tram routes 96, 109 and 12 will all take you from Southern Cross St to the Clarendon Street entrance (Stop 124A Casino/MCEC). Tram routes 70, 75 will take you from Flinders Street St to Spencer Street (Stop 1 Spencer/Flinders Street), it's just a short walk up Clarendon Street until you reach MCEC. See <a href="Public Transport Victoria">Public Transport Victoria</a> to plan your journey. If you enter via the Clarendon Street entrance, please take note of the DDD event space location on the above map.

## Registration

We'll be welcoming everyone from 8:00 to 8:45am at the registration desk in the Foyer just inside the Convention Centre Place entrance on the ground floor.

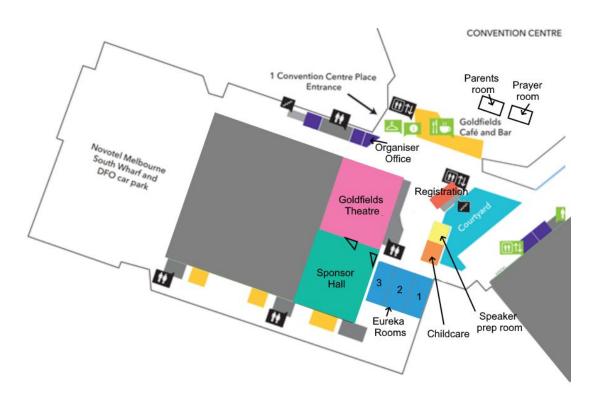
You should have received a QR Code when you registered. Bring that; on your device is fine.

If you don't have a QR Code, you might not have completed your ticket registration. Find your order email or check your junk folder, and if you still can't find details on how to get that QR Code, just contact us and we'll help you out.

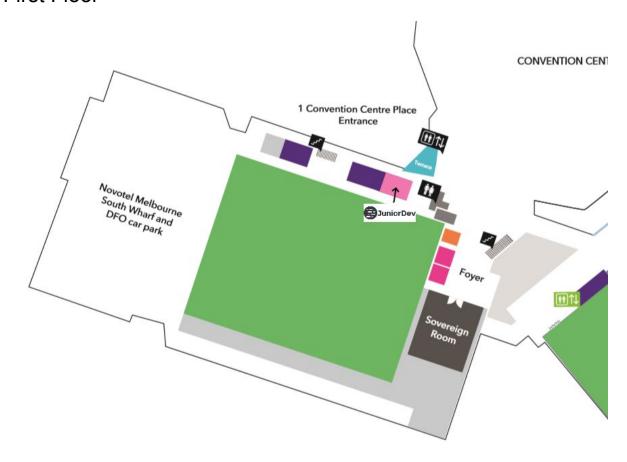
### Floor Plan

This year, we will be located on the ground floor of the exhibition centre as shown on the map above.

#### **Ground Floor**



### First Floor



### Rooms

DDD Melbourne consists of five tracks, which will be run out of the Goldfields Theatre, Eureka Rooms 1,2 & 3 and Hospitality Suite 6 (JuniorDev room) on Level 1. The Keynote and Locknote will take place in the Goldfields Theatre.

The rooms will be clearly marked on the day, as well as screens outside the rooms indicating upcoming sessions.

Rooms have no particular theme; attend whichever sessions most interest you at each time slot.

### **Toilets**













The above floorplans show where the toilets are located. We will explicitly mark some toilets as "Access all toilets", which means that they are open to anyone to use regardless of disability, gender identity or any other personal attribute. Of course, we encourage everyone to use the most appropriate and comfortable toilet for them and not to feel pressured to use the "Access all toilets".

### Childcare

Childcare will be located in Courtyard Room 1, near the DDD Melbourne Help Desk. If you have reserved a childcare ticket then please let the person at registration know and they will direct you to the childcare facilities. Please familiarise yourself with the specifications in the documents on the childcare registration page and don't hesitate to reach out if you have any questions.

## Private baby-feeding and pumping area

Baby changing facilities are available in the "Access All" toilets and there is also an optional larger parents room located just behind the Goldfields Cafe with all the facilities. It is marked on the floorplan above, but please ask at the info desk if you have any trouble. We welcome you to pump or feed your baby anywhere you feel comfortable and if anyone makes you feel otherwise to let a volunteer or organiser know, as per our Code of Conduct.

### WiFi

Luminary has kindly sponsored wifi and details will be provided on the day.

# Agenda

We have not printed the details of the agenda on the lanyard this year as they would not have been very legible considering the number of amazing talks we have this year. A limited number of agendas will be hung up in the foyer and sponsor hall but we highly encourage you to check the online version on the <u>DDD Melbourne Website</u>.

### Food and Drink

Tea and coffee will be available throughout the day at the Coffee Carts sponsored by Elastic. Morning Tea, Lunch, and Afternoon Tea will be provided and will take place in the Sponsor Hall.

A lot of the food on the general buffet will be suitable for vegetarians, vegans, and some other requirements. There will also be a dietary buffet, next to the Liberty Stand, in the corner near the Goldfields Theatre. If you've provided any allergy or dietary information as part of the registration process, your food will be here and there should be a volunteer available to help if you need it. Reach out to any teal shirt wearing volunteer if you need help and we'll find someone to talk to.

Please bring appropriate precautions (epipen or other) as the Venue will have a lot of people and they can't guarantee against kitchen contaminants. This applies particularly to nut allergies.

## Bingo!

At registration you will be given a bingo card, which has each of the 10 main sponsors' logos on it. Throughout the day, visit each sponsor booth in the main sponsor hall to get a stamp for their logo. When you have a full card, write your name on it, and put it in the marked box in the sponsor hall. At the closing of the conference, we will draw winners of these awesome prizes:



# **Afterparty**

The fun doesn't stop with the day's talks! Once we've wrapped up with the formalities we invite you to join us in <a href="The General Assembly">The General Assembly</a> on south wharf promenade for the afterparty. Some food and drink will be provided.

## **Issues & Questions**

On the day for any issues or questions please feel free to speak to a member of the DDD Melbourne team who will be easily identifiable by their teal DDD Melbourne T-shirts. We'll also be identifying the organisers and volunteers during the welcome, and the registration desk will be attended at all times by members of our wonderful team.

You can also send a tweet to @DDDMelb or email info@dddmelbourne.com.

If you wish to report an issue anonymously, you can do so using this <u>form</u>. We can't follow up an anonymous report, but we will fully investigate it and take whatever action is necessary to prevent a recurrence.