



CONFERENCE HANDBOOK

Welcome! Come in! We're so glad you're here.

This handbook will be your side-kick for this year's conference, full of handy information.

However, if you're a speaker your questions might be better answered by the entirely separate *Speaker Handbook*. Remember there are also plenty of volunteers around to help solve any challenges, we're all here to make this the best DDDSydney yet.

What's inside this handbook?

Code of Conduct	3
Reporting an issue	3
What to do if someone makes a complaint about you	3
Save the Planet	4
Accessibility + Maps	4
Accessible parking - UTS Tower	4
Accessible parking - Wilson Parking	4
Registration	5
Floor Plan	5
Rooms	5
Agenda	5
Food and Drink	6
Afterparty	6
Issues & Questions	6
Contact us	6
Sponsor and Vollie shout outs	6

Code of Conduct

We are dedicated to providing an inclusive and welcoming experience for everybody. Please make sure you familiarise yourself with the Code of Conduct. This applies to everyone participating in any DDD Sydney events.

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

- Speak to the organiser or volunteer in a blue coloured shirt
- Direct message [@dddsydney](#) on twitter
- Email team@dddsydney.com.au

What to do if someone makes a complaint about you

- DDD Sydney 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 Sydney organisers and volunteers

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

Save the Planet

We highly recommend you take along a reusable water bottle and/or cup to minimise the effect on the environment. If you have any environmental initiatives you think we should run next year, please let us know.

Accessibility + Maps

This map shows accessible toilets, ramps and parking. A more detailed version of it (including the surrounding area) can be found here: <https://maps.uts.edu.au/map.cfm>

Accessible parking - UTS Tower

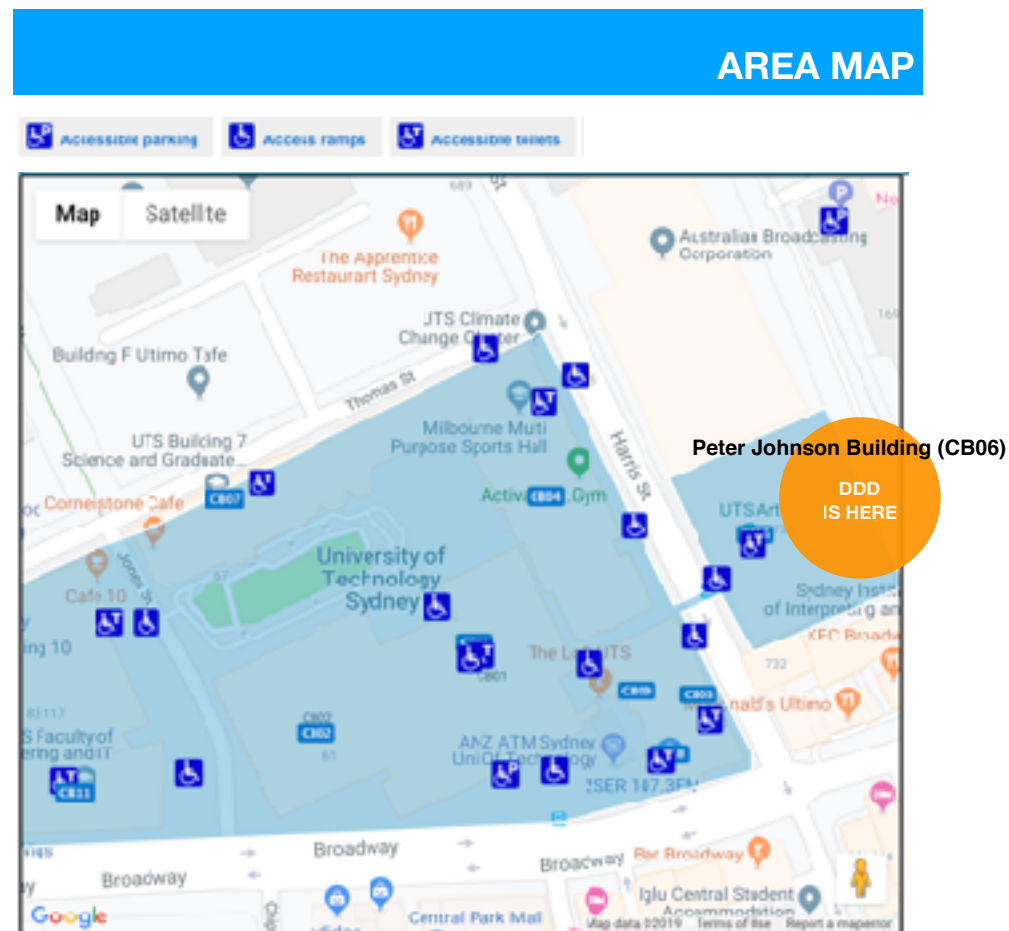
Address: UTS Tower, Broadway car park

Some accessible parking is available in the small car park at the front of the UTS Tower. Visitors in need of accessible parking need to contact the UTS Security Office on 1800 249 559 to arrange access in advance.

Accessible parking - Wilson Parking

Address: Wilson Parking, Novotel - 169-179 Thomas St Haymarket

This privately run car park includes 14 accessible parking spaces. It is open 24hrs, 7 days a week. Their call centre is open Monday - Friday 7am - 9pm 1800 727 546.



Registration

We'll be welcoming everyone from 8:00 to 8:45am at the registration desk in the Level 3 foyer in the Peter Johnson Building (CB06)

Floor Plan

All talks will be located on level 3 as shown on the map to the right. Level 4 will be where you can find complimentary food and drinks throughout the day.

Rooms

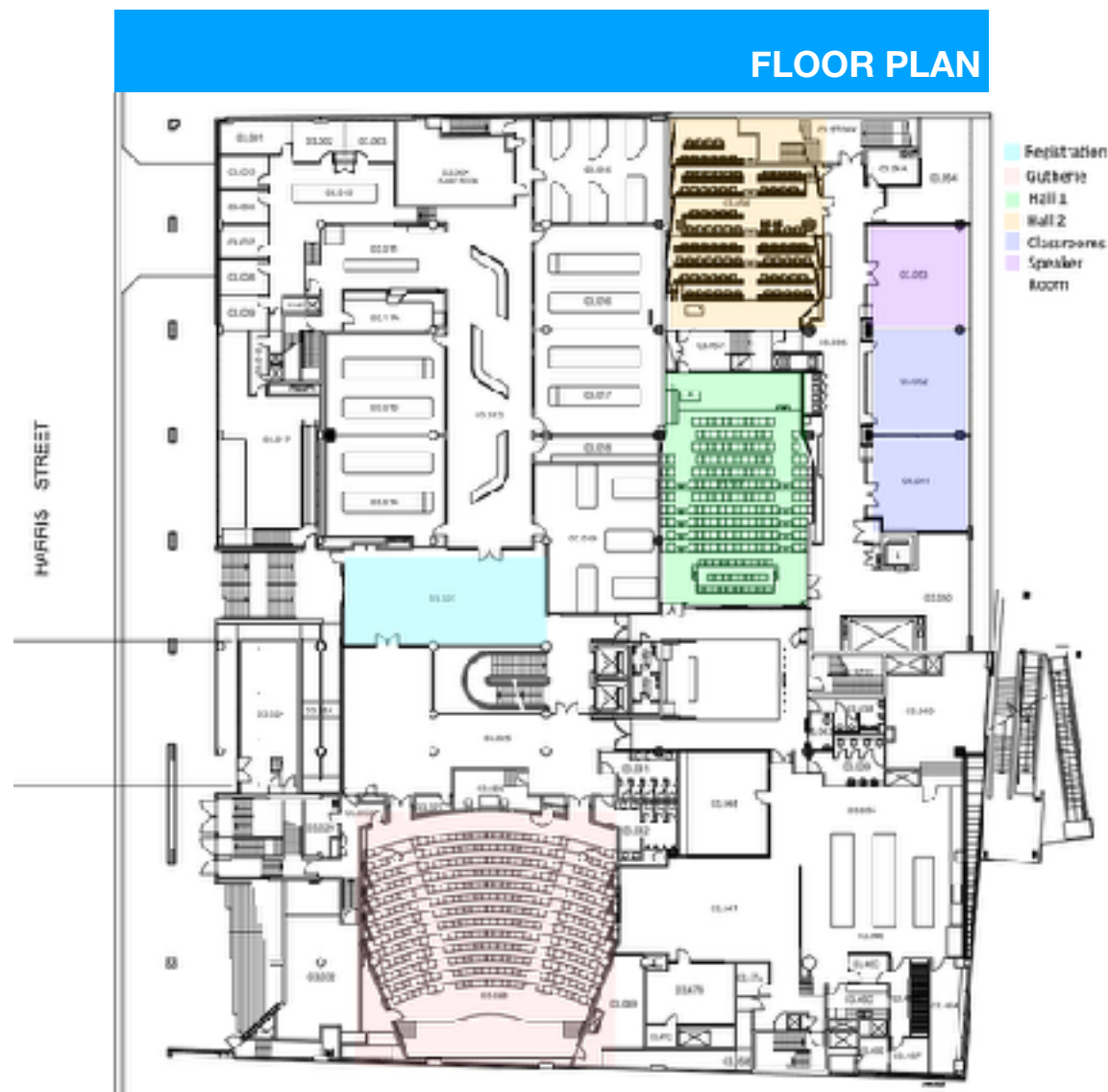
DDD Sydney consists of 4 tracks, which will be run out of:

- Guthrie Theatre - CB06.03.28
- Lecture Hall 1 - CB06.03.28
- Lecture Hall 2 - CB06.03.056
- Classrooms - CB06.03

The keynote and locknote will take place in the Guthrie Theatre. Rooms have no particular theme, attend whichever sessions most interests you at each time slot.

Agenda

Check the online version on the [DDD Sydney website](#).



Food and Drink

Morning Tea and Lunch will be served on Level 4 in *Universal Cafe*. If you have dietary requirements, ensure it's marked on your ticket so you can claim your individual lunchbox. Coffee and a range of drinks are available throughout the day, please just show your badge

Afterparty

Due to hefty insurance requirements, we sadly can't run an afterparty event. However people usually informally gather at Bar Broadway to debrief on the day, it's always a very welcoming crowd. While we don't run the event, we still expect all people to abide by the Code of Conduct at this gathering.

Issues & Questions

On the day for any issues or questions please feel free to speak to a member of the DDD Sydney team who will be easily identifiable by their blue DDD Sydney T-shirts.

Contact us

Speak to the organiser or volunteer in a blue coloured shirt, direct message [@dddsydney](#) on twitter or email us at team@dddsydney.com.au

Sponsor and Vollie shout outs

Thank you to our amazing sponsors and volunteers. As an NFP volunteer-run conference, these guys help us keep the ticket prices down and ensure you have some good grub throughout the day. Shout outs go to:

Our [organising committee](#) who donate their time throughout the year to build this conference, and all the amazing volunteers who join them during the conference to help out on the frontlines.

We're always looking for more people and organisations to add diversity of thought, lend their time/ expertise and contribute resources. Please contact us if you would like to join our amazing volunteers or sponsor our initiatives.

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NDC { Sydney }

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