

## SUMMIT GENERAL INFORMATION

### CATERING BREAKS/DIETARY REQUIREMENTS

All catering breaks including lunch, morning and afternoon teas will be served on the Promenade outside the main meeting rooms located on Level 1 of the Sofitel Melbourne on Collins. If you have any special dietary needs you are encouraged to advise the Summit office so that these can be catered for. Any requests on the day of the summit cannot be guaranteed.

### CREDIT CARDS

Visa, MasterCard and AMEX will be accepted at the Registration Desk.

### DRESS

Smart casual attire is appropriate for the Summit and Welcome Reception.

### MOBILITY NEEDS

Should you require specific assistance, please see staff at the registration desk on arrival at the Summit.

### NAME BADGES

Each delegate registered for the Summit will receive a name badge upon registration at the Summit venue. This badge will be your official pass and must be worn during the Summit at all times.

### REGISTRATION DESK

The Registration Desk for the Summit is located on the Promenade outside the main meeting rooms located on **Level 1** of the Sofitel Melbourne on Collins and will be open during the following hours:

Wednesday 30 May, 2018	<b>0730 - 1730</b>
Thursday 31 May, 2018	<b>0800 - 1630</b>
Friday 1 June, 2018	<b>0800 - 1600</b>

### WELCOME RECEPTION

<b>Date:</b>	Wednesday 30 May 2018
<b>Time:</b>	1730
<b>Location:</b>	West Tower Suite - Level 35, Sofitel Melbourne on Collins
<b>Dress:</b>	Smart

An invitation is extended to all delegates to attend the Welcome Reception. This is a great opportunity to network with old friends and new acquaintances whilst taking in the spectacular view over Melbourne as you enjoy delicious finger food and beverages

## SUMMIT OFFICE

Lean Enterprise Australia  
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We distribute books, workbooks, and case studies, run conferences and public and in-company workshops, coach and conduct research that helps companies transform themselves into lean enterprises, based on the principles of the Toyota Business System. We also help managers and executives develop the leadership behaviours that sustain lean enterprises. Founded by Peter Walsh, LEA is the Australian member of the Lean Global Network of thirteen similar institutes around the world set up by Dr James Womack (USA) and Professor Daniel Jones (UK). Peter Walsh writes a regular e-mail newsletter on recent developments in implementing lean thinking - to sign up for this and to be kept informed about our developing program, please register on our web site at [www.lean.org.au](http://www.lean.org.au).

# VENUE FLOOR PLAN

## SOFITEL MELBOURNE ON COLLINS

