

GEO WEEK 2019  
MINISTERIAL SUMMIT

4- 9 NOVEMBER / CANBERRA, AUSTRALIA / #GEOWEEK19

# Logistics Pack

*Initial release: April 2019*





## Earth Dreaming: Story of the logo

### ***In the words of Dion Devow***

*Earth Dreaming has influences from Indigenous Australian art and culture, both Aboriginal and Torres Strait Islander. This is very important as Australia has two Indigenous peoples and these peoples have had a major role in observing, nurturing and taking care of country in a harmonious fashion. Earth Dreaming is a representation of our world and observing it as if from space but through an Indigenous lens.*

*The dots are representative of the many peoples, countries and communities in our world and portrays that GEO Week has an international delegation and focus. The blue represents our oceans, and the other lines, dots and colours represent the land and peoples of ALL cultures and countries of the world. The design incorporates an Islander influence with respect to the colours that have been chosen to represent the peoples of the water, or Islanders, which include both fresh water and salt water peoples of Australia and our Polynesian and Melanesian brothers and sisters of the South Seas and other islands around the world.*

*The symbolism of mankind and how we play a hand in nurturing and being the guardians and caretakers of the world is important to depict. We in effect really are responsible for looking after our world and this is depicted through hands holding up the Earth. This design also incorporates the environment, humanity and science and the use of hands also represent human interaction and the holding up of our world and cultures.*

*The dots in between the hands signify that we are all connected and portray that all countries have a responsibility in caring for the world. These connections highlight that in GEO WEEK the world comes together to discuss the use of science and technology as tools to help man achieve this.*



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# GEO Week 2019: Introduction and overview

## Host country welcome

Australia extends a warm welcome to all those travelling to Canberra, Australia to participate in GEO Week 2019 and the 2019 GEO Ministerial Summit.

Canberra is the capital of Australia; a young, culturally diverse and vibrant city formed following the federation of Australia in 1901. Canberra is thought to have taken its name from the word *Kambera* or *Canberry* which means "meeting place" in the local Indigenous language of the Ngunnawal People. This makes Canberra a fitting place to bring together Ministers from GEO's 105 Member governments, business leaders, heads of international non-profits and technical experts for the 16th GEO Plenary, 2019 GEO Ministerial Summit and other GEO Week 2019 events.

This year's GEO Week will build on themes explored at GEO Week 2018 in Kyoto and accelerate GEO's Work Programme in support of GEO's Strategic Plan 2016-2025 policy priorities: the 2030 Agenda for Sustainable Development, the Sendai Framework for Disaster Risk Reduction and the Paris Climate Agreement.

The GEO Week 2019 theme "*Earth Observations: Investments in the Digital Economy*" will focus ministers, business leaders, heads of international organisations and prominent researchers on ensuring data about our planet becomes a core input to our strategic economic policy making and day-to-day business, environmental and development decisions. They will discuss how this integration of Earth observation data into the digital economy will create new opportunities for the development of digital products and services.

To fully engage the whole GEO community, GEO Week 2019 will include a dedicated **Industry Track**, **Ministerial Summit** and **Ministerial Roundtable** in addition to standard GEO Week events.

This Logistics Pack provides information on all meetings as well as details on administrative procedures, meeting arrangements and general requirements for all participants. We also recommend attendees regularly check for updates on the event website, [www.earthobservations.org/geowee19](http://www.earthobservations.org/geowee19).

Enquiries or requests for further information can be sent to:

Enquiry relates to	Contact
<b>Attendance of your <u>Minister</u> at GEO Week 2019</b>	<a href="mailto:GEOMinisterial@ga.gov.au">GEOMinisterial@ga.gov.au</a>
<b>The Industry Track (including Exhibition)</b>	<a href="mailto:GEOIndustryTrack@ga.gov.au">GEOIndustryTrack@ga.gov.au</a>
<b>All other matters</b>	<a href="mailto:Secretariat@geosec.org">Secretariat@geosec.org</a>

We wish all GEO Week 2019 attendees a productive and pleasant stay in Canberra.

## About GEO

The Group on Earth Observations (GEO) is an intergovernmental partnership of 105 member governments, 127 international organizations and thousands of individuals and businesses passionate about Earth observation.

GEO works to actively improve and coordinate global Earth observation systems and promote broad, open data sharing, in support of policy objectives including the 2030 Agenda for Sustainable Development, the Paris Climate Agreement and the Sendai Framework for Disaster Risk Reduction. GEO is working to improve the availability, access and use of Earth observations for the benefit of society.

The GEO community uses data about our planet to drive sustained and inclusive economic growth.



GEO provides a unique forum where governments, businesses, the research community, not-for-profits and all other groups come together to create solutions, to share, and to cooperate.

## GEO Week 2019 objectives and outcomes

Almost all economic and business decisions must now consider how the planet on which they depend is changing. With digital technologies disrupting our economies and lives we must ensure the key source of digital data about our planet - Earth observations – are fully integrated into existing and future digital solutions.

Our ability to use Earth observation data as core business across all sectors of our economies will be critical to our responses to the 2030 Agenda for Sustainable Development, the Paris Climate Accord and the Sendai Framework for Disaster Risk Reduction.

Through a dynamic and engaging programme themed “*Earth Observations: Investments in the Digital Economy*”, GEO Week 2019 will bring together Ministers, business leaders, heads of international organisations and prominent researchers to discuss how data and information collected about our dynamic planet can drive sustained and inclusive global economic growth.

A key goal of the theme “Earth Observations: Investments in the Digital Economy” will be to highlight that our investments in Earth observation activity in any form (ideas, energy, money, data) deliver a real and substantial return on that investment to our economies and societies.

The key **objectives** for GEO Week 2019 are to:

- Accelerate GEO’s efforts to deliver on its mandate of increasing the availability, access and use of Earth observations for the benefit of society via improving and coordinating global Earth observing systems and the promotion of broad, open data sharing.
- Build new momentum for GEO by securing new investments in Earth observation technologies to drive inclusive and sustained economic growth to fast track delivery of the GEO Strategic Plan 2016-2025.

The key GEO Week 2019 **outcomes** will be:

- A Ministerial Declaration that frames GEO’s work for the next four years;
- New investments in GEO’s delivery of its Strategic Plan;
- Direct engagement of both businesses and ministers in GEO’s mission;
- Side meetings, workshops and activities that progress GEO’s objectives; and
- Connecting the GEO community to new ideas, opportunities and products.

## GEO Week 2019 at a glance

GEO Week will be held at the National Convention Centre in Canberra, Australia from 4 - 9 November 2019, culminating in the Ministerial Summit on 8 November 2019.

Key activities include:

- Ministerial engagements (Ministers, and nominated representatives):
  - Ministerial Summit,
  - Ministerial Roundtable discussions,
  - Ministerial Dinner, and
  - Ministers Press Conference.
- The GEO-XVI Plenary Meeting (official delegates nominated by the Principal representative of a GEO Member government, Participating Organization or Observer)
- The GEO Week 2019 Exhibition: covering promotional displays by both the GEO community and industry track participants
- Key Side Events and Targeted Side events (open to all, subject to registration)
- The Industry Track (open to all, subject to registration, requires payment for non-delegates) including:
  - GEO Week 2019 Exhibition (as part of the broader exhibition)
  - Asia-Oceania @ GEO
  - Industry and GEO Discussion



- Thematic Presentations Day
- Space 2.0: Earth Observing SME event
- Executive Committee meetings (ExCom members and guests by invitation only)
- The Gala Dinner (GEO Principals and invited guests only)

## GEO WEEK 2019 EVENTS

Monday 4/11	Tuesday 5/11	Wednesday 6/11	Thursday 7/11	Friday 8/11	Saturday 9/11
Side Events		GEO-XVI Plenary		Ministerial Summit	Executive Committee Meeting
	Executive Committee Meeting	Industry Track		Press Conference	
	Exhibition				
		Gala Dinner	Ministerial Roundtable		
			Ministerial Dinner		

### GEO Week 2019 App

To maximise your GEO Week experience GEO Week 2019 will be supported through the GEO Week 2019 mobile app. This app will be available on both iPhone and android devices. The event app will be available for download prior to GEO Week, and links will be shared on the event website and via email to subscribers.

The event app will allow attendees to organize their schedules, give feedback on sessions, receive push notifications with announcements and reminders, connect with other attendees, and easily find event information.

### GEO Week Side Events

In support of GEO's key priorities GEO Week 2019 will feature an exciting suite of 12 Key Side Events. The Key Side Events will:

- Tackle major global challenges, issues and opportunities for GEO
- Help accelerate delivery of the GEO Work Programme and the Strategic Plan 2016-2025

The general format of these events will be 3-4 hour morning / afternoon blocks in an auditorium room accommodating up to 200-300 persons.

If you are interested in proposing a Key Side Event please visit the GEO Week website for further information on the process, timelines and the application form.

The GEO Week 2019 programme also has the flexibility to accommodate a range of other targeted side events that may be located at the venue or around various locations in town, and an Ideas Stage at the venue for short presentations. Please see the GEO Week website for more details.

All registered GEO Week participants are welcome to attend these events.

## Key information

### Critical dates

Delegates, including GEO Principals are asked to note the following critical dates and deadlines:

Date	Item
June	<ul style="list-style-type: none"><li>Proposals for Key Side Events due</li><li>Delegation Lists for GEO-XVI Plenary due</li><li>Call for expressions of interest for the GEO Week Exhibition opens</li></ul>
July	<ul style="list-style-type: none"><li>Attendees to commence visa application process</li></ul>
September	<ul style="list-style-type: none"><li>Final release of all GEO Week 2019 information and documents</li></ul>
October	<ul style="list-style-type: none"><li>Deadline for Ministerial Summit Minister RSVPs</li></ul>

### Register for updates

As arrangements for GEO Week 2019 advance and to avoid missing out on any of the exciting GEO Week 2019 developments, announcements and opportunities, we strongly recommend registering for email updates via the GEO Week 2019 website ([www.earthobservations.org/geoweek19](http://www.earthobservations.org/geoweek19))

### Meeting and Event venues

GEO Week 2019 will take place at the following venues. Please note that some activities have restricted attendance.

Venue	Meeting/Event
National Convention Centre Canberra 31 Constitution Ave Canberra ACT 2601 AUSTRALIA <a href="http://www.nccc.com.au/">www.nccc.com.au/</a>	All Daytime events: <ul style="list-style-type: none"><li>49<sup>th</sup> Executive Committee Meeting</li><li>GEO-XVI Plenary</li><li>Ministerial Summit, Roundtable and Dinner</li><li>Official Side Events</li><li>Industry Track and Exhibition</li></ul>
National Arboretum Forest Dr, Molonglo Valley ACT 2611 <a href="http://www.nationalarboretum.act.gov.au">www.nationalarboretum.act.gov.au</a>	Gala Dinner
Canberra Yacht Club 1 Mariner Pl, Yarralumla <a href="http://www.csc.com.au/yacht-club">www.csc.com.au/yacht-club</a>	Reception for Executive Committee
National Portrait Gallery King Edward Terrace, Parkes ACT 2600 <a href="https://www.portrait.gov.au/">https://www.portrait.gov.au/</a>	50 <sup>th</sup> Executive Committee Meeting

## Registration Process

All participants in GEO Week 2019 including those attending only side events and/or Industry Track activities must be registered to enter the venue. The registration process is different according to attendance type which is outlined as follows.

### Ministerial Summit

In March 2019 Senator the Honourable Matthew Canavan, on behalf of the Australian Government, formally invited ministerial-level representatives from each of GEO's 105 Member countries to attend the GEO Week 2019 Ministerial Summit and Roundtable discussions.

In the first instance invited ministers should discuss their participation with the GEO Principal within their country which is available through the [GEO Designate Directory](#) online or via the GEO Secretariat through [secretariat@geosec.org](mailto:secretariat@geosec.org).

All GEO-XVI Plenary delegates are welcome to attend the Ministerial Summit.

All other enquiries relating to Ministerial attendance should be directed to [GEOMinisterial@ga.gov.au](mailto:GEOMinisterial@ga.gov.au).

### GEO-XVI Plenary

Those interested in participating in the Plenary and Ministerial Summit must first express their interest in being a delegation member to the Principal of the relevant GEO Member or Participating Organization or to the contact point of an Observer. Only GEO Principals can submit the names and details for members of an official delegation.

The call for delegations will be issued in April 2019 to GEO Principals and Participating Organizations for submission to the GEO Secretariat by 30 June.

When the delegation list is received from each Member Government and PO, approved delegation members will receive a personalised registration that must be completed before credentials can be provided by the GEO Secretariat.

### Side events, exhibition, Industry Track

Those interested in participating in the GEO Week side events, exhibition or Industry Track events at will need to register through the GEO Week 2019 website. Registrations for Industry Track attendance and other participants only attending the side events will open at the end of July 2019.

Some sessions within the Industry Track involve a registration fee. Payment to participate in these sessions can also be made through the GEO Week 2019 website.

### Venue Access

Attendees may collect their ID badges from the Information Desk at the National Convention Centre throughout GEO Week, commencing **8:00AM (Australian Eastern Standard Time), Monday, 4 November 2019**. Delegates will be required to present their passport or other applicable photographic travel documents in order to receive their badge.

Attendees are required to display their ID badges **at all times in meeting venues**. **Only** delegates will be permitted to enter the Plenary and Ministerial Summit rooms.

Information on arrangements for Ministers will be provided separately as part of the registration process.

### Transport arrangements for Ministers

It is expected that arrangements for Ministers will be supported by the relevant government's local embassy or mission in Canberra. We recommend that GEO Principals make early contact with the [relevant embassy](#).



The National Convention Centre has a drop off point at the front of the facility for convenient access. Other requirements and needs should be advised to [GEOMinisterial@ga.gov.au](mailto:GEOMinisterial@ga.gov.au) **as soon as possible**. While we will make best endeavours to consider and respond to all requests, there is no guarantee that all requests can be accommodated.

## Meeting venue facilities and available services

Information on business centre facilities including access to small meeting rooms on-site or nearby and booking process will be provided closer to the event. Details will be provided on the GEO Week website under 'Logistics'.

## Collaboration spaces

To support dynamic engagements throughout GEO Week 2019, Australia is pleased to support a collaboration spaces within the Exhibition area at the National Convention Centre. These serviced spaces are flexible work areas designed for networking, innovating and connecting. The spaces are available to everyone for use throughout the week. No bookings are required.

## Meeting security

Access to meeting venues will be granted only to participants displaying their ID badges. Additionally, access to Plenary and Ministerial Summit meeting rooms will be available only to those displaying ID badges with suitable accreditation markings visible. All delegates are required to wear their ID badges and ensure they are visible at all times at the venues.

Pins will be provided to Ministers who should wear them to ensure they can be suitably identified by staff. On days where Ministers are expected to be present, attendees may notice heightened security arrangements including scanning of people and their belongings. At these times entry to the venue will be conditional on compliance with these measures.

## Dietary requirements

Morning and afternoon tea breaks will be catered on all days for all attendees. Lunch catering will be provided as follows:

Day	Lunch catering arrangements
Monday	Attendees to make own arrangements. Directions to the numerous local food vendors are at Annex 1.
Tuesday	Catering for Executive Committee meeting attendees and exhibitors provided. Other attendees are to make their own arrangements (Annex 1 refer).
Wednesday and Thursday	Catering provided for official delegates to the GEO Plenary. Catering provided for exhibitors and registered attendees of the Industry Track.
Friday	Catering provided for official delegates to the Ministerial Summit.
Saturday	Catering provided for Executive Committee meeting attendees.

Please advise of any special dietary requirements during your registration process. Catering arrangements for other events will be confirmed closer to the event.



## Dining options

The city centre, including the **Canberra Centre Food Hall** is a short walk from the National Convention Centre and provides a great selection of lunchtime meals at an affordable price. A map with directions is provided under **Practical Information for Delegates**.

Canberra has one of the highest restaurants per capita for Australian cities, catering to the tastes of a culturally diverse and sophisticated town. The city area provides a broad range of casual and fine dining options that can accommodate a wide range of dietary needs, are within a short distance of The National Convention Centre, with the popular Lonsdale Street, Bunda Street and New Acton Precinct eateries slightly further (15-20 minute walk from the National Convention Center).

## Special needs

At GEO Week 2019 we are committed to providing flexible and inclusive arrangements that support participation by delegates from a diverse range of backgrounds and abilities. Please do not hesitate to contact us if there are special arrangements that should be made to ensure your stay is comfortable and productive.

## Prayer room

A room will be available for prayers at the National Convention Centre throughout the week.

## Parents room and child care arrangements

A parents room will be available at the National Convention Centre throughout the week.

The following link provides information on a range of local child minding options: [www.careforkids.com.au](http://www.careforkids.com.au)

# GEO Week 2019 meeting protocols

## Documents and other materials to be distributed at the Plenary

All documents for the Ministerial Summit and Plenary meetings will be made available from 24 September on the GEO Week website.

Documents related to Key Side Events will also be available on the GEO Week website.

## GEO Plenary and Summit meeting protocols

Attendees of the Plenary and Summit meetings should note that these events are formal meetings, and that typically only Ministers, Principals and identified speakers may intervene in the discussion. Other official delegates may observe.

To request your intention to speak during these meetings, Ministers, GEO Principals or other approved speakers should place their country/agency nameplate on its side and wait for the session chair to recognise them before speaking into the microphone.

During the Ministerial Summit United Nations protocol rules will be applied by the chair to determine the order in which interventions are recognised. Typically Ministers will take precedence over Ambassadors who will take precedence over others seeking to intervene.

Some sessions of the Ministerial Summit and Plenary may be open to the press. Further information on media access will be available on the GEO Week website, closer to the event.



## Language and interpretation

All GEO Week 2019 events will be conducted in English.

For the Ministerial Summit, a simultaneous interpretation service into Arabic, Chinese, English, French, Russian and Spanish will be provided where at least one Minister requests it. Such requests should be made to [GEOMinisterial@ga.gov.au](mailto:GEOMinisterial@ga.gov.au) as soon as possible.

Delegates are welcome to bring their own interpreter who will need to be included within their official delegation list. Please note that due to limited space, additional interpreters will not be able to sit within the official translator booth at the Summit.

## Dress code

The dress code for GEO Week 2019 and related side events is business attire unless otherwise described on invitations for specified events. Please remember the NCC and other venues are air- conditioned so it is advisable to bring a shawl or jacket. Although it will be mid-spring in Canberra the weather can still be quite variable with the evenings sometimes quite cool. For this reason it is suggested participants bring layers of clothing to wear outside of meetings during the day and appropriate sun protection (sunscreen, hat) if going outside for extended periods.

## Press/Media arrangements

Details on media access to specific events will be made available on the website by August 2019. Please note international press attendance is subject to Australia's immigration and visa regulations.

Media coverage of GEO Week 2019 including Key Side Events and where Member governments intend to make high profile announcements in support of GEO's workplan is encouraged. Please work through your country's GEO communications point together with the GEO Secretariat Communications Manager to ensure your requirements are met.

Throughout the week a room at the National Convention Centre will be available for accredited media representatives. This room will include access to media facilities and services.

Media attendees must register to attend GEO Week 2019 in order to gain access to the venue. Media ID badges will be issued to accredited media representatives and must be worn at all times to be given controlled access to authorised events.

## Ministerial Press conference

Following the Ministerial Summit there will be a live streamed press conference covering the major findings and announcements from the Summit. The press conference will include Ministers from the Co-Chair Members and the host country.

## Media releases and interviews

GEO Principals are requested to alert the GEO Secretariat Communications Manager as soon as possible in relation to announcing new initiatives during GEO Week. Timely notice will enable the host to arrange for potential media coverage.

## Communications and social media outreach

The GEO community is working together to ensure all stakeholders stay informed about GEO Week 2019 and the Ministerial Summit. There are several ways you can help us spread the word:

[Download](#) the GEO Week Communications Pack for presentation and print materials:

- GEO Week 2019 Promotional Presentation
- GEO Week 2019 Information Sheet
- Graphics and social media content



Tweet or post about #GEOWeek19 and let the world know you're coming! Graphics and suggested tweets can be found [here](#)

## Practical information for delegates

### Accommodation

Special rates have been secured for GEO delegates. These hotels are a short distance from the National Convention Centre. We recommend booking early to avoid disappointment.

Bookings may be made at <https://icmsaust.eventsair.com/geoweeek-2019/accommodation-link>

### Medical services

In case of an emergency, ambulance, fire and police services can all be reached by dialling **000**. This number is free to call from any phone (including mobile/cell phones).

Delegates are able to use the services of private clinics and ambulances close to all recommended hotels. However, all medical services provided to participants by clinics, hospitals, pharmacies or other health care institutions will need to be paid directly to the service providers. Please ensure you have appropriate travel insurance for your trip to cover any unforeseen medical incidents. Opening hours and the addresses of hospitals and clinics, including a list of hospitals which accept international insurance will be available at the National Convention Centre Information Desk.

Medical services available closest to the National Convention Centre are:

- **Lonsdale Street Medical Practice** (unit 66/10-12 Lonsdale St, Braddon ACT 2612, Australia; Tel: +61 6171 0130)
- **Garema Place Surgery** (Florina Building, Garema Pl, Canberra ACT 2601, Australia; Tel. +61 2 6257 1000)

Canberra's Public hospitals are

- For North Canberra: **Calvary Public Hospital Bruce**; +61 2 6201 6111, Mary Potter Cct, Bruce ACT 2617
- For South Canberra: **The Canberra Hospital**; +61 2 5124 0000, Canberra Hospital, Yamba Drive, Garran ACT 2605

First aid facilities and expertise will be available at the National Convention Centre.

### Cultural activities in Canberra

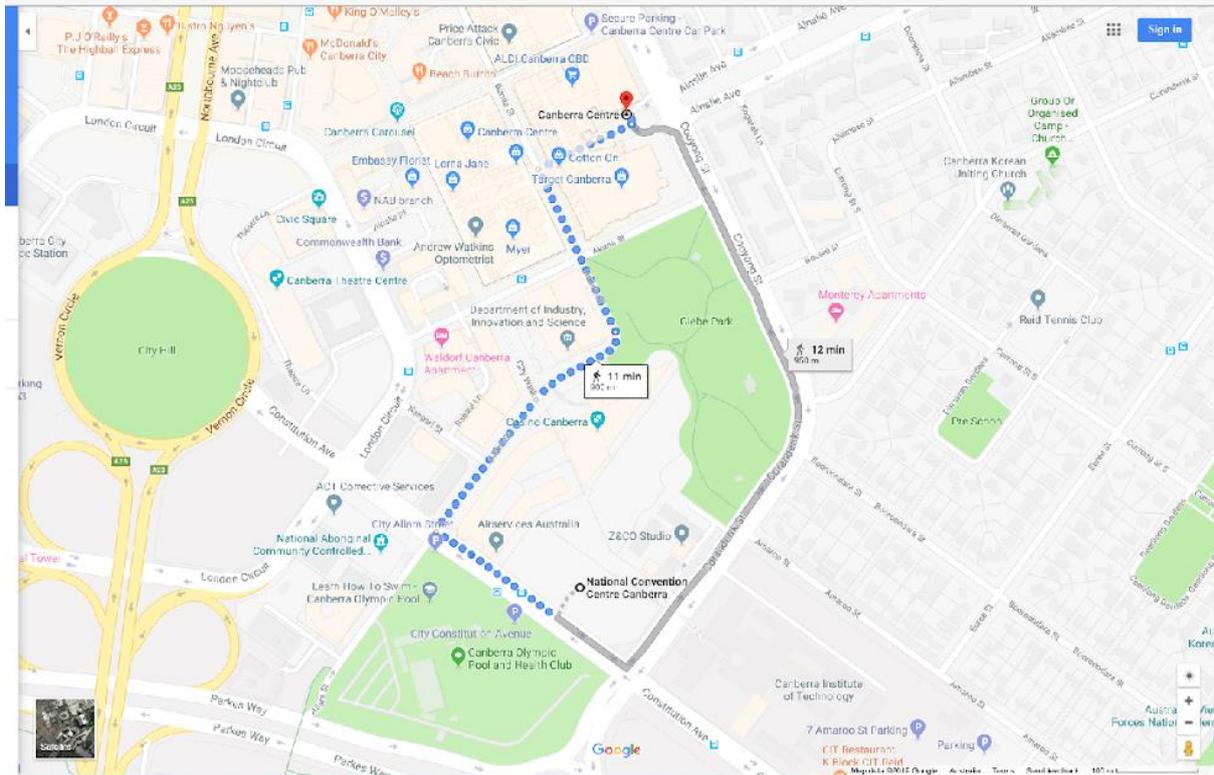
Canberra is known as the 'bush capital' and has a wide array of outdoor and cultural activities to suit most interests and schedules. We recommend visiting <https://visitcanberra.com.au/> to find the perfect side activities to suit your interests and budget.

### Directions to the Canberra Centre Food Hall from the National Convention Centre

Start: National Convention Centre Canberra, 31 Constitution Ave, Canberra ACT 2601

- Walk north-west on Constitution Ave towards Allara St (180 m)
- Turn right onto Allara St (210 m)
- Continue onto Binara St (140 m)
- Continue onto Bunda St (220 m)
- Turn right onto Ainslie Ave (130 m)
- Turn left to stay on Ainslie Ave (12m)
- Destination will be on the left





## ANNEX 1: Travelling to Australia

### Arrival into Australia

As there are only a very limited number of international flights direct to Canberra, most international visitors fly to Sydney, Melbourne, Brisbane or Perth and take a domestic connection to Canberra. Please ensure you have a transit time of at least 2 hours after your international inbound flight arrives to clear immigration and quarantine before transferring to your domestic flight to Canberra.

On arrival in Australia, all travellers and luggage are subject to Customs and Quarantine controls. The importation and exportation of any prohibited or controlled items into or out of Australia are governed by national laws. This includes food items which will be subject to inspection and may be prohibited. All travellers will be required to complete an Incoming Passenger Card.

Foreign visitors for whom airport facilitation is provided are still required to comply with aviation security screening and immigration, customs and quarantine requirements.

For further information, go to:

- [Going through the border](#) – includes arrival and departure policies, what can/cannot be taken on board an aircraft and how to clear belongings
- [Bringing items into Australia](#) – includes information about the items that can/cannot be brought into Australia.

The website of the [Department of Agriculture and Water Resources](#), which is responsible for quarantine matters

### Transfers from Canberra International Airport

Upon your arrival to Canberra Airport please make your own way to your accommodation by taxi, ride-sharing service or public transport. Delegates are responsible for all international and domestic travel arrangements and costs, unless otherwise advised.

#### Taxis

Taxis are available 24/7 from sheltered ranks right outside the Arrivals Terminal.

Canberra has three taxi companies:

- Canberra Elite Taxis +61 2 6126 1600
- ACT Cabs +61 2 6280 0077
- Silver Service Canberra 13 31 00

Passengers can expect to pay \$A20-30 (a one way trip from the airport to central Canberra). Outside of peak periods it is approximately a 20 minute drive from the airport to the city.

#### Ride share and Uber

Ride share pick up services, including Uber, are available from Canberra International Airport. Simply order your ride share using your preferred app and follow the signs to the designated Ride Bookings area to meet with your driver.

### Visa requirements

Whether you are coming to Australia for GEO Week 2019 or decide to stay for a holiday, **you must have a valid Australian visa to enter the country.**

You can find information on visas on the [Department of Home Affairs](#) website. Applications are located in the [Individuals and Travellers](#) section. To find out what type(s) of visa(s) you may qualify for, please complete this online [questionnaire](#).



**IMPORTANT: Visa processing could take up to 4 months for attendees from or who have visited certain countries. Please allow enough time and apply for your visa well in advance.**

### Visa types for GEO Week Attendees

#### 1. ETA (601)

**Application type:** Online application. Further information on the ETA can be found [here](#).

**Processing time:** Quick

**Eligibility:** Determined by the country of passport that the applicant holds.

**Fee:** AUD\$20 service provider charge, and/or a further charge if applied for through a travel agency, airline agency or specialist service provider.

#### 2. eVisitor (651)

**Application type:** Online application. Further information on the eVisitor visa, including how to apply online, can be found [here](#).

**Processing time:** Quick (one working day for low-risk applications)

**Eligibility:** Determined by the country of passport that the applicant holds. The eVisitor visa is an online visa process, with a one working day processing time for low risk applications.

**Fee:** There is no visa application charge or service fee.

#### 3. Visitor Visa (subclass 600) in the Business Visitor stream

**Application type:** Online or paper application. Passport holders who are citizens of the countries listed [here](#) are eligible to submit an online application for a Visitor Visa (Subclass 600). Online applicants can lodge their request through [ImmiAccount](#) (view [application guide](#) and [document checklist](#) and [attachment instructions](#)).

Participants who not eligible to apply for their visa online will need to lodge a paper Visitor (subclass 600) visa application with the nearest Australian Visa Office. A list of the responsible Australian Visa Offices for each country, including details on how to lodge a paper-based visa application can be found [here](#).

**Processing time:** 1 month in most cases

**Eligibility:** Passport holders who are not eligible to apply for an eVisitor or an ETA should apply for a Visitor Visa (subclass 600) in the Business Visitor Stream.

**Fee:** AUD\$140

### Invitation and registration to attend the Summit

A confirmation of registration or a copy of your letter of invitation should accompany visa applications. For online subclass 400 and subclass 600 applications, information about documents that need to be attached will be provided as part of the application process.

To request a letter of invitation to GEO Week 2019 please contact the GEO Secretariat at [secretariat@geosec.org](mailto:secretariat@geosec.org). The Australian Government will only provide visa support letters to the following:

- Nominated official delegates of a GEO Member, Participating Organization or Observer
- Organisers of a Key Side Event
- Presenters at a Key Side Event (as nominated by the organiser)



## ANNEX 2: General information about Australia

### Welcome to Australia

Australia has a population of almost 25 million people, with a thriving multicultural society. Over 25 per cent of Australia's residents were born overseas as of 2012 – a number that is expected to increase rapidly. While English is the predominant language, there are more than 300 other languages in use, and hundreds more languages and dialects spoken by Indigenous Australians. Australia's geography ranges from deserts, mountainous, tropical islands, rain forests, lakes and rivers. Australia boasts some of the world's most beautiful natural wonders such as the Great Barrier Reef - the world's largest coral reef system, the Heritage Listed Uluru, the Bungle Bungles in Western Australia, and the Twelve Apostles along the Great Ocean Road. Man-made icons include the Sydney Harbour Bridge and the Sydney Opera House.

**Canberra** is the capital city of [Australia](#). With a population of around 400,301 it is Australia's largest inland city and the [eighth-largest city overall](#). The city is located at the northern end of the [Australian Capital Territory](#), 280 km (170 mi) south-west of [Sydney](#), and 660 km (410 mi) north-east of [Melbourne](#). The site of Canberra was selected for the location of the nation's capital in 1908 as a compromise between rivals Sydney and Melbourne, Australia's two [largest cities](#). It is unusual among Australian cities, being an entirely [planned city](#) outside of any state, similar to [Washington, D.C.](#), in the United States, or [Brasília](#) in Brazil.

Following an international contest for the city's design, a blueprint by American architects [Walter Burley Griffin](#) and [Marion Mahony Griffin](#) was selected and construction commenced in 1913. Spring ((September-November) is a glorious time in Canberra, with average temperature of 23oC during the day, and 9oC at night. Pack a few warmer items of clothing as you can still expect some crisp cool mornings followed by bright sunny days.

Further information on Australia can be found [here](#).

### Time zones

Canberra operates under Australian Eastern Standard Time (AEST), however as with most Australian States, will be operating in Daylight Saving Time (AEDT) during GEO Week, this will be equal to Coordinated Universal Time plus 11 hours (UTC +11).

### Currency

Australia's currency is the Australian Dollar (AUD) and \$1 = 100 cents. Currency can be exchanged at local banks, currency converter shops and at Brisbane airport. Updates on the latest exchange rates can be found [here](#).

Australian currency consists of notes and coins. Bank notes are issued in five denominations: \$5 (pink/mauve), \$10 (blue), \$20 (red), \$50 (yellow) and \$100 (green). All notes are sized according to their denomination for the visually impaired. They are the same height but different lengths, in order of their value (\$5 being the smallest, \$100 the largest).

Coins for circulation are issued in six denominations: 5c, 10c, 20c, 50c, \$1 and \$2. Some vending machines, other coin-operated machines and some other places (such as some toll booths) no longer accept 5c pieces as a method of payment and some may not accept 10c pieces either.

ATMs are readily available throughout Brisbane and can be used to withdraw Australian Dollars - \$20 and \$50 notes only. International transactions may incur a fee and Australian banks are allowed to charge non-customers a fee for using their ATM machines (usually around \$2 per transaction).

### Credit cards, EFTPOS and Pay wave

Australia has an almost universal acceptance of electronic payment - the EFTPOS (Electronic Funds Transfer at Point Of Service) network allows people access to their Savings and Cheque accounts, and most allow access to Credit purchases as well. Unlike credit purchases, Savings and Cheque purchases can be of any amount, although generally it is preferred to be over \$10 per transaction as the shopkeeper pays fees for each transaction and may set limits on minimum amounts purchased. Some establishments also charge fees for use



of their EFTPOS facilities - restaurants and taxis charge around 1.5% for Visa and MasterCard and up to 3% for American Express. It is not considered impolite to ask about these fees.

Visa and Mastercard credit cards are widely accepted in Canberra; Diners and American Express cards are not as widely accepted.

Most ATMs allow withdraw using a card issued from a member of one of the international card networks (such as Cirrus or Maestro). A sign next to the ATM will usually indicate what cards are accepted. Some ATMs (usually non-bank ones) do not allow withdrawal from credit cards.

In Australia all EFTPOS transactions require a PIN – merchants do not accept credit card signatures.

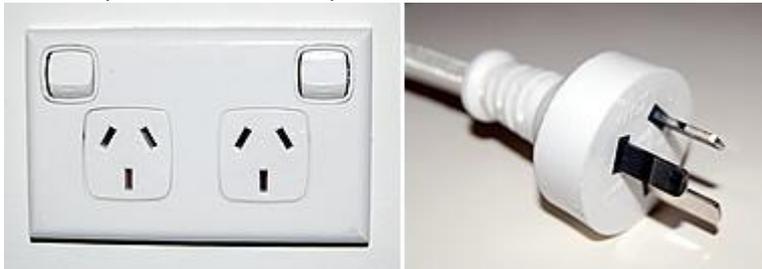
Many Australian outlets use Paywave. Transactions under \$A100 do not usually require a pin to be entered.

## Restaurants and related etiquette

Many restaurants and pubs have tipping jars and showing appreciation for good personal service with a tip is not uncommon in cities and at popular tourist destinations. Tipping in Australia is entirely voluntary, you should not feel obligated to tip.

## Electricity and water supply

Mains voltage in Australia is 230V 50Hz. The plugs in Australia have two flat metal pins shaped like a "V" and some may contain a third flat pin in the centre.



Voltage converters and power adaptors are available for devices that do not meet these requirements.

Tap water is very safe to drink in Canberra. Bottled water is however widely available as an alternative. Please note that many public recreation facilities use recycled water for irrigation, which is not safe to drink. Such water sources are appropriately labelled.

## Smoking

Smoking is prohibited in enclosed public places, including workplaces, gyms, hospitals, restaurants, bus stops and train stations. Please look for designated smoking zones or ask your hotel for your nearest location.

## Telecommunication services

0011 is the International Access (Dialing) Code from within Australia.

61 is the International Country Code for Australia

Phone numbers within Australia usually have 10 digits - 2 for the area code and 8 for the number. The area codes for the main Australian cities are:

- Adelaide - 08
- Brisbane - 07
- Canberra - 02
- Darwin - 08
- Hobart - 03
- Melbourne - 03
- Perth - 08
- Sydney - 02

Australia uses the 900MHz and 1800MHz GSM bands for mobile phones.

## Emergencies

In case of an emergency, ambulance, fire and police services can all be reached by dialling **000**. This number is free to call from any phone (including mobile/cell phones).

From a mobile (cell) phone, the International Emergency Number **112** will work on all networks and is connected to exactly the same service (000). This call can be made from ANY mobile - including a passerby if their phone is locked. Most mobiles will allow you to dial 112 and press send to be connected, regardless of if there is a SIM or valid network - it will try all networks available, one by one.

The emergency call should be answered almost straight away by a telephone operator - not always an emergency service worker. They will ask if you need to report a fire, need an ambulance or the police. You may then be asked for more information - your location (street address and directions to that address), your condition and a brief outline of the situation - they will then relay you to a more appropriate emergency service.

