Frequently Asked Questions

Project Controls
EXPO

Contents

Partners

1. What about checking my stand has everything before the Expo?

We have a list for you -

a. WiFi - There a common wi-fi setup, that is used by everyone - delegates and partners. It will be notified on

b. Table Size –1 table. Table sizes for-
SILVER Sponsor- 2.5m X 2m;
GOLD Sponsor- 3m X 2m;
PLATINUM Sponsor 6m X 3m;

c. Chairs - 2 – 4, depending on requirement

d. Electrical outlets –More info coming soon.

e. TV Screens We have a wide range of screens available, please see the Media Pack (link this to media pack) for different sizes and rates.

f. Set up time – We will confirm this soon.

Collection of images showing ideas on how to set-up stand, from our past UK events.

2. Are there any restrictions to my stand?
There no such restrictions, as long as it is contained within your stand space and no risk of health and safety of others.

3. Are there any images of stands or set up from past events to allow us to get an ideas on type of set up?
Yes, please view the UK Expo site for ideas on how to set up your stands from our previous events.

4. How many people are allowed on a stand?
We advise no more than 4 people per stand at the event.

5. Is parking available at the stadium premises?
There are limited parking spaces available exclusively for our sponsors, to enquire about this please contact: aus@projectcontrolsexpo.com/geetha@projectcontrolsexpo.com

What is the procedure for badge collection?

You will have a confirmation of your ticket on the App for the event. You will have a QR code to show upon entry to the event.

Is there an App for the event?-

We have an App for Project Controls Expo. We strongly recommend installing it on your device to allow ease of access during the event. Please visit https://projectcontrolexpo.com/aus/app for its benefits.

Delegate

1. What is the deadline for registration?

The last day in which you can register is the 13th November.

2. Do I have to pay by PayPal?

We use PayPal as a secure payment system, credit/debit cards can still be used in the transactions.

3. Do I need to print my event badge?

We can print on arrival with registration confirmation. We would prefer using your QR code available on the Project Controls Expo Australia App for a faster registration process.

4. What are the benefits of App?

The App will help you to navigate the Expo and gain access to all of the extras on the go, for information on how to get] the app visit https://projectcontrolexpo.com/aus/app

5. How do I get the Expo app log in details?

Once the registration process is completed, you will receive a confirmation email (on your registered email address), which will also contain your login details for the App. Additionally, you will also receive an SMS (on your registered mobile no.) that will contain your app login details.

6. How do I meet a SME?

Delegates have the opportunity to interact with our SME by sending questions in advance via the app or website. Delegates will be allocated a specific time for the meeting – subject to availability and first come first serve basis. For more information visit: https://projectcontrolexpo.com/aus/send-a-q-to-speaker

7. How do I send questions to a speaker?

Delegates have the opportunity to send their questions to our speakers in advance via app or website. All questions will be sent to the respective speaker to allow him/her to respond at the end of their session. For more information visit Ask a Q section to know more.

8. Are the food and beverages included in my registration?

Yes, we will have lunch and beverages hot and cold throughout the day along with an evening social with drinks.

9. Am I invited to the evening social?

Yes, we will be delighted to have you as our guest at the social for a chance to network at the end of the event.

10. Can I cancel my registration?

Cancelling your registration is permitted before the 13th November. If you cancel after this date no refund will be given.

11. I have a promo code which allows for free registration. Please advise what's included in the code.

The promo code only offers you access to the event. It includes access to all 3 streams - Technology, Masterclass and Case Studies zones plus all day meals and evening social drinks.
Optional: Workshops, Dinner and Stadium Tour are not included however, you can buy them during the registration process or if you decide after by contacting aus@projectcontrolexpo.com

12. Is there group discount?

If you are registering five (5) or more people from the same company you can register at a reduced rate and receive the discount price. Please contact us at aus@projectcontrolexpo.com for the discount code needed. For further details, you may also visit our https://projectcontrolexpo.com/aus/register page

13. How and where do I make a hotel reservation?

There are many local hotels surrounding Melbourne Cricket Ground. Please see the list below of some of the nearby hotels that can facilitate your stay at our event.

- **Pullman Melbourne on the Park**
- **Mantra on Jolimont** - Phone: +61 (03) 9940 2100 Email: jolimont.res@mantra.com.au
- **Knightsbridge Apartments** - Phone: +61 (03) 9973-9868
  Email: book@knightsbridgeapartments.com.au
- **Doubletree by Hilton** - Phone: +61-3-96546888

14. How do I travel from the airport to the conference/hotel?

It is approximately a 35-minute drive from the nearest airport which is Melbourne, or an hour via public transport to Melbourne Cricket Ground. For more info visit our https://projectcontrolexpo.com/aus/venue page.

15. How do I use a promotional code?

If you have a promotional code for free or discounted tickets, enter it at the checkout to redeem.

16. Contact details?

You can contact us at 'aus@projectcontrolexpo.com or geetha@projectcontrolsexpo.com for any queries about the event that is not highlighted on our site, media pack or FAQ page

17. Is there a guide for the event and its offerings?

We have an event brochure that will be released soon. This will cover the entire Expo event. You may visit our https://projectcontrolexpo.com/aus/agenda page for more updates. We are also constantly providing updates on our social media.

18. I need to apply for Australian visa to attend Expo. Can you help with this?

Yes, all visitors to Australia must have a valid visa to travel to and enter Australia (except New Zealand in most circumstances). Below is a document with general information about the visa requirements from the Australian Government. If you have any queries about the visa process, visa letters of invitation and any other details about the conference please contact aus@projectcontrolexpo.com

App

1. How do I download Expo app?

Please see the pdf to find your guide to the Expo app PDF.
(https://projectcontrolexpo.com/images/Project-Controls-Expo-App-Download-Instructions.pdf)

2. How do I get the Expo app log in details?

Once the registration process is completed, you will receive a confirmation email
(on your registered email address), which will also contain your login details for the App. Additionally, you will also receive an SMS (on your registered mobile no.) that will contain your app login details.

3. Do I need to print my event badge, using QR scanner present in the app?

We advise on having the App and QR code to allow a faster registration process. If needed we can print your ticket on arrival with confirmation information.

4. What are the benefits of the App?

The App can help you to make the most of the event functionality, for more detailed information visit https://projectcontrolexpo.com/aus/app.

Speaker

1. Do I need to register via the website?

No, if you are a confirmed speaker we will be in contact with you regarding your ticket(s).

2. Will I get any promo code to invite my colleagues or clients?

Yes, as a speaker you are entitled to several perks. Please contact us for more details on what is available for you.

3. Am I invited to the evening social?

All delegates, speakers and sponsors are invited to the evening social which will be drinks to end off the day at Expo.

4. Am I invited to the evening dinner?

Yes, we will be delighted to have you as our guest at the dinner.

5. Can I take part in the stadium tour?

Yes, you can add this during the registration process. In order to add it after please contact us at: aus@projectcontrolexpo.com

6. Do I require a special PowerPoint template for my presentation?

Yes, we will provide you with the EXPO template. This is to ensure consistency across the event. Should you have any queries do not hesitate to contact us.

7. Is there a room for speakers where we can work or make calls during the day if required?

Yes, we will have a Green Room for speakers to utilise if required.

8. How long do speakers get?

The presentation slot for speakers will be between 35-45 minutes including questions from delegates at the conclusion of your presentation.

9. Any other conditions or considerations I should know about? I assume I give you my slides ahead of time and you load them on your system, could I play video clips etc if I want to?

Yes, we will have a Green Room for speakers to utilise if required.

10. Can I alter the Expo presentation template?

No, we wish to keep them consistent throughout the expo. If you require to alter it, please contact us (aus@projectcontrolexpo.com) directly and we can discuss.

11. Is there a left luggage area for overnight bags?

We will have a cloakroom provided at Melbourne Cricket Ground. Please be aware any packages left after the Expo must be left sealed and correctly labelled as per our Logistics instructions on the Venue (https://projectcontrolexpo.com/aus/venue)page. All sealed packages must be collected within two days after the Expo.

12. Do I need to carry my presentation in a pen drive or any of my devices, on the event day?

All the presentations will be loaded on our computers which will be installed in each of the presentation rooms. Speakers can keep their presentation on a USB as a back-up.

13. How and where do I make a hotel reservation?

There are many local hotels surrounding Melbourne Cricket Ground. Please see the list below of some of the nearby hotels that can facilitate your stay at our event.

Project Controls Expo

PO Box 584,
Swansea NSW 2281
Australia
Phone: +61 435 325 651
Email: aus@projectcontrolexpo.com