



**2<sup>nd</sup> Study Group Meeting on Naval Enhancement in the Asia Pacific**  
**Hyatt Regency Auckland, New Zealand**  
**26-28 March 2010**

**GENERAL INFORMATION PAPER**

(Updated 18 March 2010)

**1. MEETING VENUE**

Regatta Room D (Lower Lobby Level)  
Hyatt Regency Auckland  
Cnr Princess Street and Waterloo Quadrant  
Auckland, New Zealand.  
Tel: 64-9-355 1234  
Fax: 64-9-303-2932  
Email: [auckland.regency@hyatt.com](mailto:auckland.regency@hyatt.com)  
Web: <http://www.auckland.regency.hyatt.com/hyatt/hotels/index.jsp>

**2. WELCOMING RECEPTION VENUE**

Leander Lounge  
Philomel Wardroom  
Royal New Zealand Navy  
Devonport Naval Base  
Auckland.

**3. RECEPTION AND MEETING TIMES**

**Friday, 26 March**

1810hrs: Assemble in the lobby of the Hyatt Regency Hotel and we will walk to the Wharf for transport by VIP barge, courtesy of the Royal New Zealand Navy. The barge will depart at 1830hrs and will do two trips.

1900-2200: Welcoming reception in the Leander Lounge, Philomel Wardroom, Royal New Zealand Navy, Devonport Naval Base, Auckland.

**Saturday, 27 March**

0900-1700: Meeting in Regatta Room D, Lower Lobby Level.  
1900-2100: Buffet dinner in Princes Ballroom A, Lobby Level.

**Sunday, 28 March**

0900-1230: Meeting in Regatta Room D, Lower Lobby Level followed by lunch.

**4. MEALS**

The following meals will be covered by the organising committees, including:  
(a) A welcoming reception and buffet dinner on 26 March.

- (b) Buffet breakfast at The Café (on the Lobby Level) beginning at 0630hrs on the mornings of 27, 28 and 29 March (the cost of breakfast is included in room rate).
- (c) Morning and afternoon teas and buffet working lunch on 27 and 28 March served in meeting room.
- (d) Buffet dinner on 27 March in Princes Ballroom A.

## **5. ACCOMMODATION**

Reservations have been made for all overseas participants at the Hyatt Regency Auckland. Please note that check-in time is 1400hrs, and check-out time is at 1100hrs. Requests from participants for early check-in and/or late check-out have been forwarded to the hotel. However, this will depend on availability and the hotel will do all it can to ensure rooms are ready when the guest arrives. Any extra costs relating to an early check-in or late check-out will be at the participant's own expense. The hotel will store guest's luggage for those guests not departing until later that day. Additional reservation requests will be subject to availability.

**Guests will be responsible for all other expenses (internet, mini-bar, long distance phone calls, laundry etc.)**

## **6. ATTIRE**

Attire for the welcoming reception, the meeting and all meals is business casual.

## **7. TRANSPORTATION**

The journey from Auckland International Airport to the hotel should take about 45 minutes, depending upon traffic. The hotel, in conjunction with Gold Line Limousines offer airport transfers to and from the hotel at the rate of NZD110 (each way including GST). The limousines can take two passengers or up to 3 depending on the number of pieces of luggage. Participants may request for this service in your registration form and provide your exact flight details. The cost for all airport transfers is at the expense of the participant. Alternatively you may catch a taxi or airport shuttle. The taxi fare would be in the range of NZD70-80 one way and for a shuttle approx. NZD25-30 per person each way. Taxis can be arranged to meet you at the airport by calling Corporate Cabs on +64 9 377 0773 or by email [akbookings@corporatecabs.co.nz](mailto:akbookings@corporatecabs.co.nz).

## **8. VISA REQUIREMENTS**

Your passport should be valid for at least 6 months beyond the time of stay allowed in New Zealand. You may require a visa prior to your arrival in New Zealand. Passport holders of certain countries don't need a visa to enter New Zealand if you are visiting for three months or less. For information on visa requirements, please contact the New Zealand Immigration Service in your country. Please contact CSCAP-New Zealand if you require a letter of invitation to facilitate the issue of your visa.

## **9. MEETING PRESENTATIONS**

Each paper will be given a 15 minute presentation period followed by a discussion period led by the Chair at the end of each session.

All speakers are encouraged to send an electronic copy of their presentation and a brief bio note to CSCAP-New Zealand on or before Monday, 22<sup>nd</sup> March to enable us to make the necessary hard copies in Wellington and taken to Auckland for distribution at the meeting. By providing us with an electronic copy of your presentation we can arrange for it to be loaded beforehand onto the hotel's computer network and verify compatibility and consistency with the system.

## **10. FURTHER INFORMATION**

Should you require further information between now and 25 March, please contact CSCAP-New Zealand by Email: [css@vuw.ac.nz](mailto:css@vuw.ac.nz) Tel: 64-4-463 5434, Fax: 64-4-463 5437 or CSCAP-India, Probal Ghosh by Email: [pkghosh\\_in@rediffmail.com](mailto:pkghosh_in@rediffmail.com)

If you need immediate assistance once in Auckland from 26-29 March, please call Synonne Rajanayagam on 027 563 5434. Please note that CSCAP-New Zealand will not be contactable by email during the dates of the meeting.