

- Here's a new version of the schedule. Hopefully we've cleaned up a few of our mistakes. Too many things going on ....throw the old one away. Hope we have the dates right now.
- Welcome to Sydney and the teleconference. This outline is primarily intended for faculty, but accompanying persons, guests, company representatives and others may find it helpful.
- ***It is a busy week. Save your energy.*** Note that we have working days that start a bit late and end late. We have intentionally pushed our schedule to late mornings, afternoons and evenings.
- We are not pre-scheduling many dinners or other social events (except Thursday-Friday) The broadcasts are the focal point. The Thursday dinner is great if the faculty can come, but not required in any way. We hope everyone in our party can make it on Friday.
- Please use our shuttle service. Taxis may not be available because of some of our odd hours (particularly from the SCEC back to the hotel because of our odd hours). Everybody in the Duke/Philips party is welcome to use this service. If the faculty takes a taxi, get a receipt.
- I will carry a US mobile phone: *Joe mobile phone: 1 (919) 272-1619*
- The hotel is the best in Australia and the folks here at the Regent are ***very service oriented.***
- Thanks for being a part of this.



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**Airport to hotel:** Transportation for faculty between airport and hotel has been arranged and is charged to the master account. Look for a person with a sign “**Duke University**” or **your name** in the arrivals area after you exit customs. They will take you to transportation.

If you have problems, or changes to your schedule, call the Concierge at the Regent for change in airport pickup.

*Regent Concierge*

+61 (0)2 9250 3140

**Lodging:** The Regent Four Seasons Sydney  
199 George Street  
Sydney, NSW 2000 Australia

Tel: +61 (0)2 9238-0000  
FAX: + 61 (0)2 9251-2851

**Early arrivals:** *For faculty, if your arrival flight is before 10am, we have guaranteed your room for early arrival (see arrival schedule later in this document).*

**Late departures:** *For faculty, if your flight is after 5pm, we have booked you for late departure (see departure schedules).* Otherwise, if you desire to depart later, please check to see if you can stay late. The hotel will try to accommodate.

**Accompanying**

**persons:** Your accompanying persons are invited to all our working meals and our two social dinners. As well, there is no extra room charge for them and they should feel free to make use of our shuttle.

But, please be sure to **not submit** travel or meal expenses for your accompanying persons. It seriously complicates matters with Duke accounting.

**Hotel bill:** Faculty room/meals will be included on the master account. Phone charges, minibar, laundry and other incidentals will be the responsibility of the individual faculty person.

**Reimbursement:** We will provide you with a Duke University reimbursement form and information where to send for payment to you. Duke requires receipts and usually takes three months to generate reimbursement checks. Thus, we like to pre-pay things for you.

**Shuttle service:** Shuttle service is available for faculty and others staying at the hotel to/from the SCEC or other places in the close proximity of downtown Sydney. The driver is paid from a central account and no payment or tipping is necessary.

The mini-van and driver are on demand and it will be parked at the SCEC or Regent. The driver will try to be at the hotel one/half hour before faculty is due at the SCEC for any given day of taping, rehearsal or broadcast (see the schedule that follows). Others might want to take the shuttle a little earlier/later, to allow the faculty to transit to the SCEC ensemble.

**Mr. Doug Petrovic (driver)**

**Mobile: 0410 511-133**

**That's a Tarago. (at this writing, car and driver subject to change)**



**SHUTTLE OPERATION**

*Note at this writing, this contact data is subject to change*

**Doug Petrovic (0410) 511-133**

<b>Monday</b>	<b>4.5 hr</b>	<b>12:30pm- 5:00pm</b>
<b>Tuesday</b>	<b>12 hr</b>	<b>8:30am- 8:30pm</b>
<b>Wednesday</b>	<b>12 hr</b>	<b>8:30am- 8:30pm</b>
<b>Thursday</b>	<b>12 hr</b>	<b>8:30am- 8:30pm</b>
<b>Friday</b>	<b>10 hr</b>	<b>10:00am- 8:00pm</b>
<b>Saturday</b>	<b>3 hr</b>	<b>6:00pm- 9:00pm</b>
<b>Sunday</b>	<b>12 hr</b>	<b>7:00am - 7:00pm</b>

**Venue:** Sydney Convention & Exhibition Center  
Darling Drive, Darling Harbor  
Sydney, NSW 2009 Australia

**Tel:** +61(2) 9282 5000  
**FAX:** +61 (2) 9282 5041

*FAX, phone and Internet connections will be available*

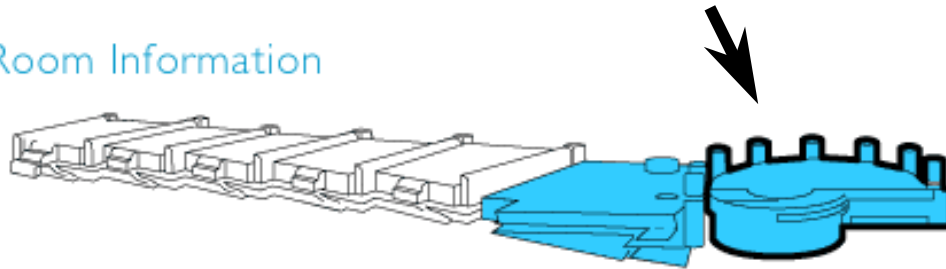
*Taping sessions are in Room Skyline 3*

*Broadcast will be from The Pyrmont Room (3<sup>rd</sup> floor)*

*Translations will be in an Edit Suite within the SCEC (different level)*

This is the layout of the SCEC (Skyline and Pyrmont Rooms are on the third floor)

### Room Information



**Working meals:** When you are at the SCEC taping or broadcasting, meals will be available. They will not be fancy.

**Social events:** There is not a big social component to this production because we work so hard, days are long and we try to maintain our energy for broadcast day. In addition, people will travel such long distances we expect serious jet lag.

By all means, the faculty can/should get together in informal groups as you desire.

We will have a small faculty dinner (you and your accompanying persons) on Thursday night and another with some Philips and some production people on Friday night. Both are informal.

**Other meals:** Other than these working/social events, all meals are on your own. Save your receipts.

**General dress:** It is the peak of summer in Sydney and can be very hot. Everything we will do is casual (polo shirt and slacks for men) (T-shirts and jeans OK for some things). Be appropriate to a large city when not with the group.

**Dress for taping:** Try to dress *similar* for the taping sessions as you will appear on camera for broadcast. We will not try to fool the audience into thinking we are live, but stark contrasts should be avoided.

Jackets and ties are appropriate for men. Please wear pastel colored shirts and avoid white. Pants are generally better for women as we will not have a modesty panel. Likewise, be socially conscious, as we broadcast into many countries where dress is modest.

**Avoid:** Avoid tight check patterns on ties/jackets (they cause cameras to oscillate). Very bright colors cause cameras to saturate and interfere

with sound over our analog reception sites. Avoid floral or big plaids as TV will exaggerate their appearance.

**Makeup:** We will have light makeup for taping sessions and a bit more formal makeup for the broadcasts. Television can destroy your normal good looks.

**Times:** We are trying during the week to cycle everybody from diverse time zones. Our afternoon and later nights are intentional.

By Friday, your mornings are free. On Saturday, your mornings and afternoons are free. Faculty and translators need their rest.

**Energy:** This program is very hard to do physically. Your good nature, willingness to roll with all these difficulties and travel all this distance is truly appreciated.

**Jokes:** Plan to time your jokes with a pause. When going into different languages, jokes are frequently lost in translation. You will notice we have edited out most/all joke slides. As well, some jokes become offensive in different cultures ... or just aren't funny in the cultural hop and your time is wasted.

We like jokes, they just require time.

**Translation:** We speak in English, but most languages are not as efficient as English. You will just see a few languages going out centrally, but in the end you will end up in 11-12 overall.

So don't talk fast. Saying less is always better than saying more.

In addition, the audience won't stand/sit for long things on TV. People bore easily.

## **SUNDAY, 27 January – Faculty arrivals**

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### **Arrivals:**

8:20am	QF	# 408	Agati ( <i>early check in can't be confirmed as hotel fully booked Sat</i> )
9:00pm	TG	# 993	Vanoverschelde

**No group activities or social events planned**

## **MONDAY, 28 January – Faculty arrivals**

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### **Arrivals:**

6:35am BA # 015 Monaghan (*early check in*)  
8:10am UA # 863 Bolling (*early check in*)  
8:00am AC #1133 Rakowski (*early check in*)  
8:55pm QF # 569 Adams

12:30pm **Shuttle service begins (ends at 5:00) (driver on call)**

12:30pm Transit to the SCEC for Kisslo, Straub, Gururaja

1:30pm Setup and receiving, set arrivals and others

3:00pm- 4:45pm Pre-production meeting for Straub, Domer, Parrish, Gururaja, Kisslo, Whitmore, Roberts

5:00pm **Shuttle service ends until morning**

**No group activities or social events planned**

## **TUESDAY, 29 January – European Faculty taping**

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**Adams, Agati, Monaghan and Vanoverschelde- others free**

### **Arrivals:**

8:10am UA # 863 Schnittger (*early check in*)  
no air Li

8:30am- 8:30pm **Shuttle service begins (ends at 8:30pm) (driver on call)**

9:00am- 8:00pm Translations all day  
Edit Suite, SCEC

9:30am **Agati, Monaghan and Vanoverschelde**  
Driver pickup for transit to SCEC  
Hotel lobby, Main Door

10:00am- 8:00pm Orientation, slide review, edit and tape when ready  
*Skyline Room 3 all day*

11:30am- 8:00pm Taping European elements (likely finished much earlier)

*Review slides (hard copy available)*  
*Edit slides (Joe Kisslo)*  
*Rehearse (2 computers available)*  
*Tape when ready*  
*If it is not right, we do it again.*  
*Then next element*  
*Faculty may depart when finished*

12:00pm 1:00pm Working lunch available as desired

Adams	Network setup and maintenance
Agati	24-00, 67-00
Monaghan	65-00
Vanoverschelde	36-00, 70-00

6:00pm- 7:00pm Only working dinner available at SCEC site for those left to continue

8:30pm **Shuttle service ends until morning**

**No group activities or social events planned**

## **WEDNESDAY, 30 January – Americas Faculty taping**

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***Bolling, Rakowski and Schnittger - others free***

### **Arrivals:**

9:20am	QF	# 108	Martin (early check in)
10:50am	JL	#777	Yoshikawa

8:30am- 8:30pm **Shuttle service begins (ends at 8:30pm) (driver on call)**

9:00am- 8:00pm Translations all day  
Edit Suite, SCEC

9:30am **Bolling, Rakowski and Schnittger**  
Driver pickup for transit to SCEC  
Hotel lobby, Main Door

10:00am- 8:00pm Orientation, slide review, edit and tape when ready  
Skyline Room 3 all day

11:30am- 8:00pm Taping European elements (likely finished much earlier)

*Review slides (hard copy available)*  
*Edit slides (Joe Kisslo)*  
*Rehearse (2 computers available)*  
*Tape when ready*  
*If it is not right, we do it again.*  
*Then next element*  
*Faculty may depart when finished*

12:00pm 1:00pm Working lunch available as desired

Bolling 29-00, 75-00  
Rakowski 8-0, 20-00, 73-00  
Schnittger 15-00, 56-00

6:00pm- 7:00pm Only working dinner available at SCEC site for those left to continue

8:30pm **Shuttle service ends until morning**

**No group activities or social events planned**

## **THURSDAY, 31 January – Asia-Pacific Faculty taping**

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***Adams, Feneley, Li and Yoshikawa - others free***  
***Feneley, Martin, Monaghan at 6:30pm***  
***Informal dinner for faculty at 8:30pm***

8:30am- 8:30pm **Shuttle service begins (ends at 8:30pm) (driver on call)**

9:00am- 8:00pm Translations all day  
Edit Suite, SCEC

9:00am- 9:30am **Li and Yoshikawa pickup (Feneley arriving independently)**  
Driver pickup for transit to SCEC  
Hotel lobby, Main Door

10:00am- 8:00pm Orientation, slide review, edit and tape when ready  
Skyline Room 3 all day

11:30am- 8:00pm Taping European elements (likely finished much earlier)

*Review slides (hard copy available)*  
*Edit slides (Joe Kisslo)*  
*Rehearse (2 computers available)*  
*Tape when ready*

*If it is not right, we do it again.  
Then next element  
Faculty may depart when finished*

12:00pm 1:00pm Working lunch available as desired

Feneley 15-00AP  
Li 70-00AP  
Yoshikawa 8-00AP

6:00pm- 7:00pm Working dinner available for those left to continue working

6:30pm- 8:00pm Program walkthrough with **Feneley, Martin, Monaghan, Kisslo**, Domer, Straub, and floor Director, Peter Dudkin and **translators**

8:30pm -10:00pm Informal faculty dinner within proximity of hotel  
**DINNER FACULTY** Venue to be announced – Dress informal

8:30pm **Shuttle service ends until morning**

## **FRIDAY, 1 February – Rehearsal for all and Dinner for all**

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10:00am- 8:00pm **Shuttle service begins (ends at 8:00pm) (driver on call)**

11:30am **Euro, Americas & AP Faculty pickup to SCEC**

12:00pm- 8:00pm Rehearsal for Euro, Americas and AP Faculty  
*SCEC Pyrmont Room  
Group orientation  
AP first  
Euro-Americas  
Can depart to hotel when finished*

8:00pm **Rehearsal finished. Large group SCEC to Regent**

8:00pm **Shuttle service ends until morning**

8:30pm- 11:30pm Dinner (all faculty, guests and Philips)  
**DINNER FOR ALL** Meet first in Private Dining Room for cocktails  
Kabell's 2 Restaurant, Regent – Dress informal

## **SATURDAY, 2 February – Europe Broadcast**

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- 6:00pm                    **Shuttle service starts to SCEC (ends at 9:00pm) (driver on call)**
- 6:30pm                    **Euro and Americas Faculty to SCEC for Broadcast**
- 7:00pm                    Euro and America Faculty makeup (food available)
- 9:00pm                    **Shuttle ends until morning**

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|--------------------------------------|--|
| <b>9:00pm- 11:00pm<br/>BROADCAST</b> | <b>Part I: Euro Broadcast<br/>Euro and Americas Faculty</b>  |
| 11:00pm- 11:30pm                     | Break with food available                                    |
| <b>11:30pm- 1:30am<br/>BROADCAST</b> | <b>Part II: Euro Broadcast<br/>Euro and Americas Faculty</b> |

## **SUNDAY 3 February – Americas & Asia-Pacific Broadcasts: Faculty departs**

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- 1:30am- 3:00am        Break with food available. Makeup refresh.

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| <b>3:00am- 5:00am<br/>BROADCAST</b> | <b>Part I: Americas Broadcast<br/>Euro and Americas Faculty</b>  |
| 5:00am- 5:30am                      | Break with food available  |
| <b>5:30am- 7:30am<br/>BROADCAST</b> | <b>Part II: Americas Broadcast<br/>Euro and Americas Faculty</b> |

- 8:30am- 8:30pm        **Shuttle service begins (ends at 8:30pm)**
- 7:30am                    **Finished and released (Agati, Bolling, Martin, Monaghan,  
Rakowski, Schnittger, Vanoverschelde)**

7:45am Faculty returning to Regent (several trips)

11:30am Pickup AP faculty at Regent to SCEC

12:00pm AP Faculty makeup (food available)

**12:30pm- 2:30pm** Part I: AP Broadcast  
**BROADCAST** AP Faculty

2:30pm- 3:00pm Break with food available

**3:00pm-5:00pm** Part II: AP Broadcast  
**BROADCAST** AP Faculty

5:00pm-5:45pm Brief reception by AP Sydney hosts of available faculty/others with Sydney audience

9:30am Returns to Regent begin

6:30pm Last return from SCEC to Regent

6:00pm Shuttle service ends

**Depart (verify airport transportation with Concierge):**

12:50pm	QF	# 107	Martin
3:10pm	UA	# 862	Schnittger
3:10pm	UA	# 862	Bolling
5:00pm	BA	# 010	Monaghan ( <i>late check out</i> )
5:05pm	TG	# 992	Vanoverschelde ( <i>late check out</i> )
7:00pm	NZ		Rakowski ( <i>late check out</i> )
10:15pm	BA	# 022	Kisslo ( <i>late check out</i> )
	no flight		Agati
	no flight		Li

**MONDAY, 4 February – Faculty departs**

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**Depart (verify airport transportation with Concierge):**

12:50pm	QF	# 107	Adams
12:40pm	JL	# 778	Yoshikawa
12:50pm	QF	# 107	Adams