

Pandriya Sista Kusuma

From: Derek Cadman <Cadman_Derek@cat.com>
Sent: 20 March 2019 07:41
To: Derek Cadman
Cc: mark d reinking; Jim Fehland
Subject: Cat IP Training: Event Confirmation and Hotel Booking Link

Categories: Blue Category

Dear All,

Thank you for accepting the invitation to attend the 2019 Cat IP Training in Brisbane, Australia. Due to the positive response from dealers we can confirm the event is proceeding as planned. As this is not a major event, there are no plans to have a registration form - by accepting the invite you have confirmed your attendance.

Travelling to Brisbane/Australia:

- If you are travelling domestically or from overseas for the training, please proceed to book your flights.
- You should plan to arrive at Brisbane domestic airport, or Brisbane international airport. It is a 20 minute taxi/Uber ride to the city (\$35 AUD approx..) or you can catch a train.
- Recommended Arrival Date: As the training commences Tuesday June 11, 8.30am you are advised to arrive Monday June 10.
- Recommended Departure Date: Training concludes Thursday June 13 at 3pm. You may decide to depart Brisbane Thursday evening.

Accommodation in Brisbane: Caterpillar have secured a group booking rate for attendees - the Marriott Hotel Brisbane.

- The Marriott is a 400metre walk to the venue. We encourage attendees to stay at the same hotel so that we can walk to the training venue each morning and network in-between. As mentioned, you will get a discounted rate (\$265 AUD) which includes a free buffet breakfast, Wifi and valet car park (if required). It is a 5 star hotel.
- Booking at the Marriot Hotel: The Marriott will require a credit card to secure your booking but payment is not required until check-in (deposit only) and full payment at checkout.
- **Please book your Marriott room via the following link:** <https://www.marriott.com.au/event-reservations/reservation-link.mi?id=1552013151226&key=GRP&app=resvlink>
- If you wish to stay elsewhere you will need to organise your own accommodation.

Visas:

- For those travelling from overseas please commence your visa application process as soon as possible to avoid any delays. I am able to assist with providing any local documentation.

Location of Training:

- The training is being hosted at the Cat Mine Star Building Level 20, 300 Adelaide Street BRISBANE. As this Cat office is secure, access can only be granted by myself and no visitor swipes cards will be issued. We will therefore need to meet at the lobby, on-time. A map of the location is copied at the bottom of this email.
- If you are not able to walk the 400metre distance to the training please let me know.
- There is no car parking available at the training venue.

Catering:

- Meals will be provided during the training. I will be contacting you as the event nears for dietary requirements.

Action to take now:

For now, please proceed to make the necessary airfare and hotel bookings, commence the visa process if required.

The registration link for Marriot Hotel is below.

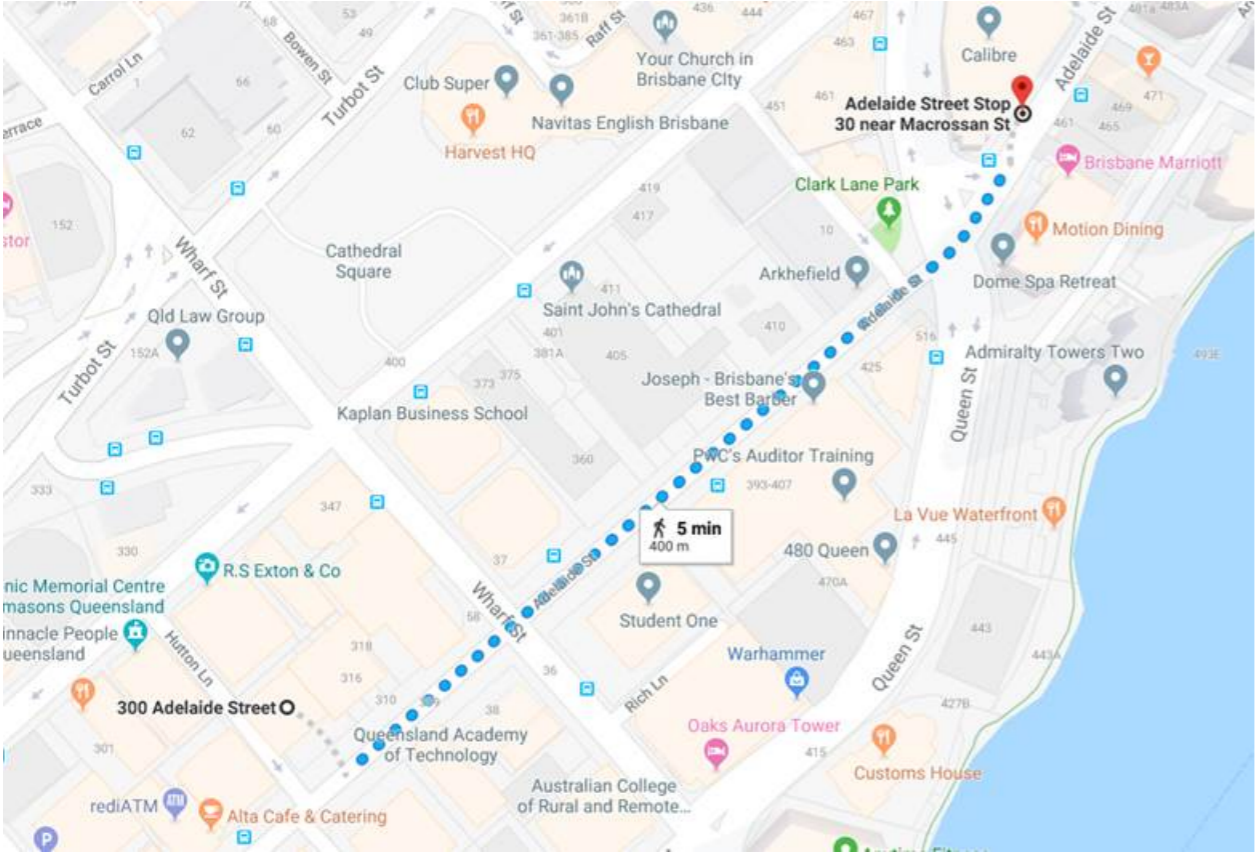
<https://www.marriott.com.au/event-reservations/reservation-link.mi?id=1552013151226&key=GRP&app=resvlink>

Please let me know if you have further questions.

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Map of hotel to training venue



Caterpillar: Confidential Green