



Australian Government
Department of Foreign Affairs and Trade

File Number: 10/6432

31 August 2010

Dear Sir/Madam

I am writing to you in my capacity as head of the Commonwealth Games Task Force within the Department of Foreign Affairs and Trade, which is coordinating the Australian Government's preparations for the fast-approaching Delhi 2010 Commonwealth Games (3-14 October).

As part of the Australian Government's preparations, we will hold a briefing for organisations and industry bodies involved in Australia's participation in the Games. I would like to invite you or your representative to attend. The seminar will cover a number of safety and security issues and provide an opportunity to answer any queries you may have. A draft agenda is attached.

I would be grateful if you could confirm attendance at one of the following two sessions by 3 September to christopher.halford@dfat.gov.au (02 6261 2913), and copied to mark.webster@dfat.gov.au (02 6261 2903).

(1) Sydney briefing: Thursday 9 September, 10:00-12:00, DFAT State Office, Level 10, Angel Place, 123 Pitt Street Sydney NSW 2000.

or

(2) Melbourne briefing: Friday 10 September, 10:00-12:00, DFAT State Office, Level 14, Casselden Place, 2 Lonsdale Street (corner of Spring Street), Melbourne VIC 3000.

One key component of our efforts ahead of the Games is to encourage all Australians to register their travel and contact details in smartraveller (www.smartraveller.gov.au), take out comprehensive travel insurance and subscribe to travel advisory updates. Whether or not you are able to attend the briefing, I would appreciate your assistance in conveying these three key messages to individuals in your organisation who will be attending the Games.

I look forward to working with your organisation as the Games approach.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Daniel Sloper', written in a cursive style.

Daniel Sloper
Head
Commonwealth Games Task Force



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Commonwealth Games Task Force – Industry Seminar

Sydney: Thursday 9 September 2010: 10:00-12:00

Melbourne: Friday 10 September 2010 10:00-12:00

Agenda

1. Welcome by State Office representative
2. Overview of Australian Government travel advice and consular services
3. Australian Government travel advice for India and the Commonwealth Games
4. Australian Government preparations for the Commonwealth Games
5. Overview of Australia-India bilateral relations

Three key travel safety messages to take to constituents

1. Register on smartraveller.gov.au
2. Subscribe to India travel advice updates
3. Take out travel insurance