

# THE NATIONAL YOUNG LEADERS DAY



halogen

## EVENT INFORMATION – MELBOURNE NYLD 5<sup>th</sup> MARCH 2027

### **VENUE AND PARKING**

The Melbourne National Young Leaders Day event is being held at **Melbourne Convention and Exhibition Centre, 1 Convention Place, SOUTH WHARF**. For specific parking and transport details please go to the Melbourne event on the Halogen website <http://www.halogen.au> and click on the 'Transport Info' button in the 'Venue' section of the event page.

### **START AND FINISH TIMES**

The National Young Leaders Day event commences at 9:15am (doors open at 8:45am), and will conclude at 2:30pm.

### **ARRIVING ON THE DAY TO REGISTER YOUR ATTENDANCE**

Once your whole group has arrived, please proceed to the Plenary entry doors where your school attendance will be checked as you enter. **You will not receive paper tickets or wristbands for this event.**

### **SAFETY**

To download safety information and a risk assessment visit [www.halogen.au/safety](http://www.halogen.au/safety). We are committed to maintaining a Safe environment and will regularly update our plan as government restrictions and policies change.

### **SEATING AND SPECIAL NEEDS**

Seating is by general admission. Please advise in advance if you are bringing participants with special seating needs (please also see [www.halogen.au/inclusion](http://www.halogen.au/inclusion) for more information).

### **SPEAKERS**

To view the full speaker bios for the leadership event, please visit the Melbourne event page.

### **WHAT TO BRING**

**FOOD AND DRINKS:** Students and teachers are required to bring their own packed morning tea, lunch, and water.

**BYO NOTEBOOK OR DEVICE:** Paper booklets were previously provided but this has now changed. You can now access a PowerPoint/slideshow in advance so that your group can be guided in preparing for the day and learn more about the speakers. We have also created a PDF booklet suitable for all devices. Some people will bring a device to this event so that they can take their notes on the PDF, or in a note-taking app that they use regularly at school. Others will bring along a pen and a journal or exercise book for taking notes, such as a book that they use for other things throughout the year. You are also welcome to print the PDF booklet for each student in your group, if you feel that this is the best solution for them. **These materials will become available 4 weeks before the event at [www.halogen.au/materials](http://www.halogen.au/materials)**. You can read more about this change at [www.halogen.au/enviro](http://www.halogen.au/enviro).

### **WHAT TO WEAR**

The standard of dress for students at this event is entirely the decision of the school. However, we normally find that the great majority of students attend in normal school uniform.

### **MERCHANDISE AND OTHER RESOURCES**

On the day of the event, the Halogen Pin will be available to purchase for \$5 at the Info Desk, along with other leadership resources.

### **CERTIFICATES**

In making a step towards being more environmentally friendly, teachers will be able to access digital certificates for students. Please visit [www.halogen.au/certificate](http://www.halogen.au/certificate).

## **PRIVACY**

Halogen Australia may take images and recordings at the National Young Leaders Day event that may be used for advertising purposes. For full details of our Privacy Policy please visit [www.halogen.au/privacypolicy](http://www.halogen.au/privacypolicy) .

## **PRIMARY AND SECONDARY STUDENTS ATTENDING SAME EVENT**

We have noticed, in past years, that speakers would often deliver a very similar presentation to primary and secondary audiences. When we have 'combined' the primary and secondary students in recent years by necessity, schools have indicated that the event was just as impactful for their students. Combining the events has also made this more cost-effective, making the ticket price as affordable as possible.

## **MAKING CHANGES TO YOUR NUMBERS**

This is easy.

- **To increase your numbers**, go online and make a separate registration for the additional places required. Our system will automatically match it up with your original group and we will know that you are attending together.
- **To reduce your numbers**, we need notification in writing to [australia@halogen.au](mailto:australia@halogen.au) . There is no penalty if you reduce or cancel more than 28 days prior to the event. There is a 20% admin fee if you cancel 14-28 days prior to the event. Refunds are not possible if the change is made within 14 days of the event.

## **PAYMENTS, CANCELLATIONS AND REFUNDS**

Our payment policy are detailed on the invoice you received. If you need a duplicate copy of the invoice please email [australia@halogen.au](mailto:australia@halogen.au).

We look forward to meeting you and your students for what promises to be a fantastic day! Please do not hesitate to contact us if you have any further enquiries.

Kind Regards,

**HALOGEN AUSTRALIA**

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