

THE NATIONAL YOUNG LEADERS DAY



halogen

EVENT INFORMATION – MELBOURNE 20th MARCH 2020

VENUE AND PARKING

The Melbourne Primary 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 Primary event on the Halogen website <http://www.halogen.org.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.**

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.org.au/inclusion for more information).

SPEAKERS

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

WHAT TO BRING

Students and teachers will be given an event booklet to take notes in throughout the day. Please ensure that all attendees **bring with them a pen to write with.**

MORNING TEA AND LUNCH BREAKS

Attendees are advised to bring with them a packed morning tea, lunch and water with them. Some adults who have been attending for many years may recall that, prior to recent years, **morning tea was previously supplied for adults** as part of the ticket cost. We surveyed teachers and only one quarter said they wanted to have the morning tea, so we reduced the ticket price for adults. It seems that most teachers would prefer to buy a better quality barista coffee nearby, which isn't possible on mass, and many school policies required the teachers to remain with the students during the break.

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.org.au/certificate

SAFETY

To download safety information and a risk assessment visit www.halogen.org.au/safety

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 <http://www.halogen.org.au/privacypolicy>.

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.org.au. There is no penalty if you reduce or cancel more than 28 days prior to the event. There is a 20% administration fee deducted from the amount being refunded if you cancel within 7-28 days of the event commencing. Refunds are not possible if the change is required within 7 days of the event commencing.

PAYMENTS AND INVOICES

Our payment policy is detailed on the invoice you received. You can request a duplicate copy by emailing australia@halogen.org.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,



Rachel Leggott
Event Coordinator

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