

# THE NATIONAL YOUNG LEADERS DAY



halogen

## EVENT INFORMATION – SYDNEY 25<sup>th</sup> MARCH 2021

### **VENUE AND PARKING**

The Sydney Primary National Young Leaders Day event is being held at **International Convention Centre, Darling Drive, Darling Harbour**. For specific parking and transport details please go to the Sydney 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 **Darling Harbour Theatre** entry doors where your school attendance will be checked as you enter. **You will not receive paper tickets or wristbands for this event.**

### **SAFETY AND COVID SAFE PLAN**

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

### **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](http://www.halogen.org.au/inclusion) for more information).

### **SPEAKERS**

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

### **WHAT TO BRING**

**PEN:** Students and teachers will be given an event booklet to take notes in throughout the day, but please bring your own pen.

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

### **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](http://www.halogen.org.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 <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](mailto: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, CANCELLATIONS AND REFUNDS**

Our Covid-Safe plan suggests that the event will certainly go ahead as planned. In the unlikely event that government restrictions prevent this event from proceeding **schools will be given 100% refund**. Other aspects of our payment policy are detailed on the invoice you received. If you need a duplicate copy of the invoice please email [australia@halogen.org.au](mailto: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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