

THE NATIONAL YOUNG LEADERS DAY

EVENT INFORMATION – MELBOURNE PRIMARY



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Thank you for registering your student leaders to attend the **National Young Leaders Day event in Melbourne on the 18th March 2019**. Below are some final details that will help you prepare for the leadership event and inform you of what to expect on the day.

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

Doors open for The National Young Leaders Day event at 8:45am with the program commencing at **9:15am**, and will conclude at **2:30pm**.

ARRIVING ON THE DAY TO REGISTER YOUR ATTENDANCE

Please be advised that the number of students and adults indicated on the invoice emailed to your nominated contact email address have been registered for this event.

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

Seating is by general admission. Please advise in advance if you are bringing participants with special seating needs. Halogen Australia is unable to guarantee that all special seating requirements can be met, but we will make every reasonable endeavour to accommodate such requests, as availability of such seating is dependent on the venue.

SPEAKERS

The National Young Leaders Day consists of keynote talks from various speakers, multimedia presentations and interactive learning that seeks a range of specific outcomes for young people who aspire to lead themselves and others well.

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 **morning tea was previously supplied for adults** as part of the ticket cost.

We surveyed teachers and only a 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's policy 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 after the event. The link for this will be distributed post event.

SAFETY

At Halogen Australia safety is important to us. If you are looking for documentation relating to the National Young Leaders Day event for your school, please visit www.halogen.org.au/safety to access and download the relevant details.

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>.

ACCOUNTS AND PAYMENT POLICY

- **Due date for payment** is thirty (30) days from the time of booking. Additional tickets can be purchased at any time subject to availability. Payment can be made on receipt of tax invoice. Please note payment after the event date will incur a **\$100 late fee**. If your payment due date is after the event date, payment will not be due until the date specified however please note that payment after your specific due date will incur a \$100 late fee.
- **Cancellation of tickets** must be made before 5pm, seven (7) days before the event day and received in writing via email only. Cancellations or changes can be made without additional charge up to four (4) weeks prior to event day. Part or full refunds requested within four (4) weeks of the event will incur an **administrative charge of 20% of the value of tickets cancelled**. No refunds can be given within seven (7) days of the event due to our commitments to suppliers. Schools are encouraged to invite substitute participants where tickets would otherwise go unused. Any school that on-sells their booking to a neighbouring school must advise Halogen of changes to contact details etc.
- **Amendments to bookings** must be received in writing, via email. Phone bookings and changes will not be taken.
- **Discounts - Early Bird Discount - Strict dates apply**. Check out our event page for dates. **Combined Bookings** for more than one school/organisation or for more than one event are not permitted.

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,



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