PRESENTER SET UP AND LOGISTICS

Thank you so much for being a presenter at the QLD It Takes a Spark STEM Conference on **Friday 30 August 2024**

Venue: Grace Lutheran College, Anzac Ave &, Mewes Rd, Rothwell QLD 4022

BEFORE THE CONFERENCE – checklist

Actions: Familiarise yourself with this information – *know where to go, what to bring – Print and/or Download.*

Please try to be as self-sufficient as possible by using the information provided here, we will have IT support and such but it will be extremely busy in the morning.

If you have ANY questions, contact Adrian via email or phone by Tuesday 27 August. On Wednesday to Friday CALL 0413 036 382 (Adrian) or 0411 270 277 (Rachel).

1. **Workshop Room Allocations + Number of participants**: to be uploaded when ready
2. ***Updated 9th AUG* Presenter information: Parking, Sign-in, WiFi, connecting to TV / projectors, overview info:** PLUS what you need to bring with you!
3. **Overall Map + Photos QLD ITAS Conference 2024 vAug1:** details where to park, overall workshop room locations, photos of parking and rooms
4. **Room Location Maps QLD ITAS Conference vAug5:** Maps of Room locations / draft EXPO layout, etc
5. **Vivi set up for Presenter QLD ITAS Conference 2024:** How to guide

Plan Friday 30 August: Checklist – what to bring + do on arrival

Arrive from 7.45am
Sign-in/Registration in the MPC – Everyone must sign-in and collect your name badge!

- ○ *8.45am Participants Welcome – day begins*
- ○ *9.00am Keynote Speaker – Dr Karsten Schulz*
- ○ *9.30am Participants move to workshops*
- ○ *9.40am Workshops start*

7.45am to 8.30am **STEM Expo and First Rotation Workshop presenters**
- Sign in first, then set up in the assigned rooms before returning for the conference opening and first keynote speaker

    - ○ **If you need to drop off materials** for your Expo session
        - ▪ stop near the MPC and check in at the registration desk to find out exactly where you have been assigned and collect your nametags, and drop off your materials.
        - ▪ THEN park your vehicle in the car parks.
        - ▪ Or just park in the parking area and check in as above.

STEM Expo presenters – *MPC – same as the keynote (Maps – current STEM Expo layout)*

- **Bring your own** trestle cloths, extension cords and power boards if you are using power. There are power access points near the tables of those requiring power.
- **Set up by 8.40am** to not disturb the conference opening and keynote speaker
- **NOTE:** Be aware that there will be students ranging from Year 4 to 10 in the EXPO who will visit your activities.

Workshop presenters – *review Workshop Rooms allocation and Maps*

- ***Updated 9th AUG* You will need** to bring your own laptops and presentation clickers. Each classroom has a dock with a HDMI cable to enable you to connect to the local TV / projector. You will need to have a laptop with a HDMI port to connect
- K7 (the PC Lab) – Has Vivi installed. Please see instructions below
- MAC laptops users will need their own cable and appropriate dongle to connect using the HDMI cables available in the classes
- IT staff will be available in the morning to assist. Each classroom has a phone. Please dial ext. 1066 for the IT Service Desk (or call 07 3897 2132).

10.00am to 10.15am

Problem Solver Session presenters – Arrive by 10.15am, *arrive with enough time to park, find your room, and set up*

- Problem Solver Session **be ready to start at 11.00am**
- **Sign-in** at MPC
- **Let us know you have arrived** – send a text to Adrian 0413 036 382

12.45pm to 1.00pm

Rotation Two Workshop presenters – Arrive by 1.00pm, *arrive with enough time to park, find your room, and set up.*

- Rotation Two workshops **be ready to start at 1.40pm**
- **Sign-in** at MPC
- **Let us know you have arrived** – send a text to Adrian 0413 036 382

General health / Covid-safe

- Masks, along with other COVID-safe behaviours, remain an important way to help reduce the risk of COVID-19. Although not mandatory in most situations, mask wearing is still recommended in indoor settings especially where physical distancing is not possible.

Guest SSID: GLC-VISITOR   Password: Spark2024