

# It Takes a Spark!

## STEM Conference



**Grace Lutheran College - Rothwell Campus**  
Cnr Anzac Ave & Mewes Rd, Rothwell QLD 4022  
**Friday 30 August 2024**

**Arrive from 7.45am**

### **Presenter Parking and Drop Off Points: Enter via Buchanan Street**

- **EXPO presenters:** If you need to drop off large materials for your Expo session - stop near the MPC, 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.
- **All other presenters:** park vehicle in the car parks as indicated or on Buchanan Street if you are arriving late. There are no parking restrictions on the street.

NOTE: Attendee parking information

- Parent and Bus drop off on Buchanan Street: attendees can walk through the car park (#3) to the MPC
- Conference parking
  - Minibuses: along Buchanan Street
  - Cars: in the sealed or unsealed car parks next to the MPC and any overflow on Buchanan St

### **Sign-in first**

- **All workshop and STEAM Expo presenters:** Sign-in is at the entrance to the MPC (see map: where the Expo will be held). You must sign in and get your nametags and conference booklets before setting up.
- **STEAM Expo and First Rotation Workshop presenters:** after signing in go and set up in the assigned rooms before returning for the conference opening and first keynote speaker in the MPC.
- All non-presenting attendees should go the seating at the front of the MPC for the start of the conference.
- If you are arriving later in the day to present then please make your way to the MPC where there will be a presenter table with your name tags and conference booklet, etc.

### **Presenting Information**

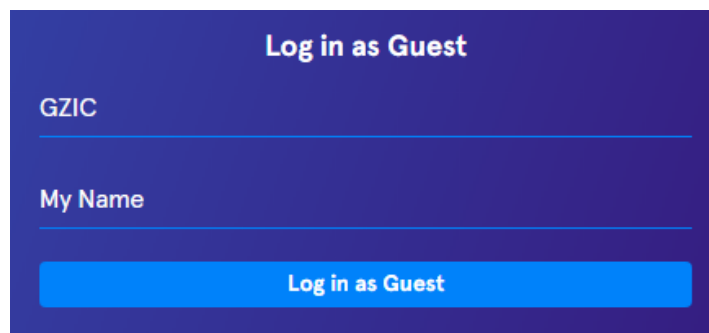
- **STEAM Expo presenters**
  - bring your own trestle cloths, extension cords and power boards if you are using power. There are power access points near the tables of those requiring power.
  - We recommend that the STEAM expo be **set up by 8.40am** as the keynote is in the MPC
  - Be aware that there will be students Yr 4 – 10 in the Expo who will visit your activities
- **\*UPDATED INFO @ 9<sup>TH</sup> AUGUST for Workshop presenters 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).**

**Guest SSID: GLC-VISITOR**

**Password: Spark2024**

## Vivi Guest Details

1. Connect to the **GLC-VISITOR** Wi-Fi with the password **Spark2024**
2. **Download and install** the latest version of **Vivi** from <https://get.vivi.io>
3. Open **Vivi** and select **Grace Lutheran College**
4. Click **Log in as Guest**
5. Enter the Guest Code **GZIC**, enter your name and click **Log in as Guest**

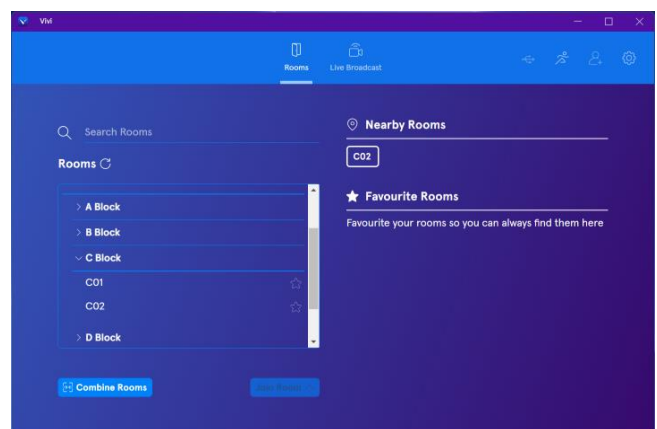


## Rooms

Upon logging in, you will be taken to the rooms list.

On the TV / projector in the room you are in there will be a name for the room (e.g. F1, F2, K7, etc) at the bottom of the screen. Choose that room from the list shown under nearby rooms.

To connect to a room, either double click on the room name, or click on the room name and select Join Room



**Then simply choose the tile to share your screen!**

If you have any issues just ask for assistance.