

**Venue:** Grace Lutheran College - Rothwell Campus  
**Address:** Cnr Anzac Ave & Mewes Rd, Rothwell QLD 4022  
**Date:** Thursday 25<sup>th</sup> June 2026  
**Contact:** Dr Adrian Bertolini, 0413 036 382

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## Parking, Sign-in, WiFi, Connect to TV/projector, What to Bring, Flow of the Day

### Arrive from 8.15am

**Presenter Parking and Drop Off Points:** Enter the school via Buchanan Street (event map pg 3)

#### EXPO presenters

>> If you need to drop off large materials for your Expo session

- Stop near the MPC building
- Sign-in at the registration desk, collect nametag, confirm/locate your assigned area, drop off your materials.
- THEN park in the car park.
- Alternatively, PARK first in the car park, unload, sign in as above, and proceed to setup.

#### All other Workshop presenters

>> Park in the car park as indicated or on Buchanan Street. 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 (OHS policy)

>> You **must** sign in, get your nametag and conference booklet before setting up. This is a strict OHS policy.

- **STEM Expo presenters:** Sign-in at the entrance to the MPC (see map: where the Expo will be held).
- **Workshop presenters:** Sign-in at the entrance to the MPC. Then set-up in the assigned rooms before returning for the conference opening and the keynote speaker in the MPC.
- **Problem Solver Workshop** presenters: If arriving after 10am sign-in will be inside the MPC. Text Adrian to let him know you have arrived.
- **Non-presenting attendees:** Sign-in then take a seat in the MPC for the start of the conference/keynote speaker.
- **Arriving after 10am:** go to the MPC, sign in at the presenter table. Collect your name tag. **SMS Adrian Bertolini 0413 036 382** to confirm your arrival.

### What to Bring + Set-up

#### STEAM Expo presenters – MPC building

- 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.
  - *Did you tell us you need power?*
- We recommend that the STEAM expo be **set up by 9.30am** as the keynote speaker is in the MPC.
- Be aware there will be students Yr 4 – 10 in the Expo who will visit your activities.
- **Expect 400 to 450** attendees to move around the Expo activities

#### Workshop presenters – classrooms

- You need to bring your own laptop **and** presentation clicker
- 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
  - MAC laptops users bring your own cable and appropriate dongle to connect using the HDMI cables available in the classes
- Vivi is also available if you wish to connect without needing a HDMI cable or Dongle

- 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).

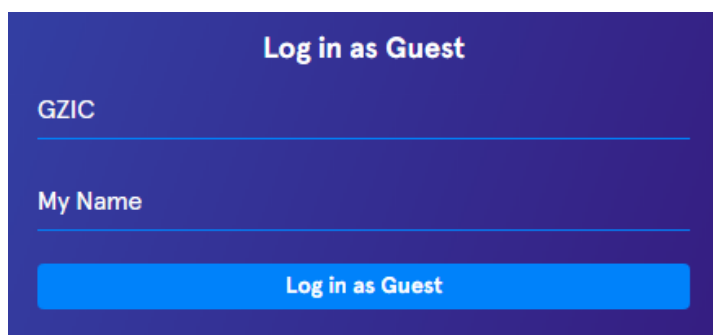
## **WiFi**      Guest SSID: GLC-VISITOR Password: Spark-2026!

### **Connect to Vivi instructions**

If you have any issue, ask for assistance. **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).

### Vivi Guest Details

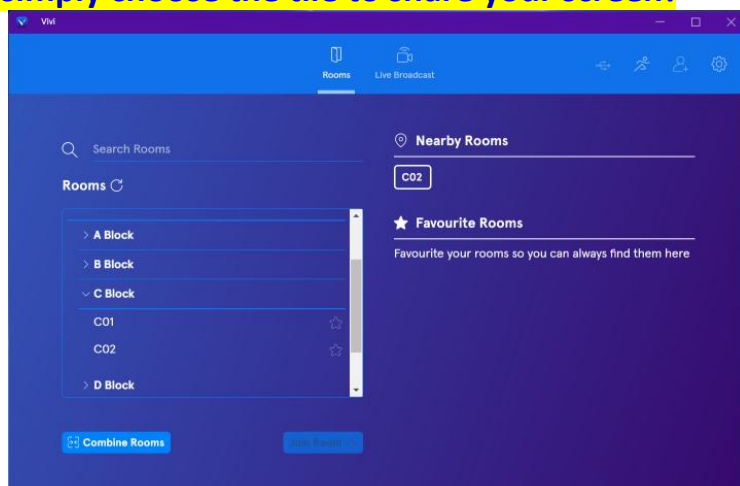
1. Connect to the **GLC-VISITOR Wi-Fi** with the password **Spark-2026!**
2. **Download and install** the latest version of **Vivi** from <https://get.vivi.io>
3. Open **Vivi** and select **Grace Lutheran College**
4. Click **Log in as Guest**
5. Enter the **Guest Code GZIC**, enter your name and click **Log in as Guest**



### **Rooms**

1. Upon logging in, you will be taken to the rooms list.
2. **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.
3. **Choose** that room from the list shown under nearby rooms.
4. **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!**



### **Contact details**

**Conference Coordinator**  
Dr Adrian Bertolini  
Mb: 0413 036 382

**Conference Registration**  
Rachel Manneke-Jones  
Mb: 0411 270 277

## EVENT OVERVIEW MAP Grace Lutheran College, Rothwell



## Flow of the Day

8.15am	Sign-in open for Presenters
9.15am	Sign-in opens for Attendees
9.45am	Master of Ceremonies - Welcome, set up for the day and housekeeping
9.55am	<b>KEYNOTE SPEAKER (20 to 30-minutes)</b>
10.25am	<b>ROTATION ONE (60-minute session)</b>
	<ul style="list-style-type: none"> <li>STEM Expo - all attendees</li> </ul>
11.25am	<b>LUNCH</b> - A light lunch is provided for students, teachers and presenters.
11.50am	<b>ROTATION TWO (40-minute session)</b>
	<ul style="list-style-type: none"> <li>DigiDesign Workshops - preselected</li> <li>Teacher only Mini-Master Classes - preselected</li> </ul>
12.35pm	<b>BREAK</b> - A quick rest for attendees
12.50pm	<b>ROTATION THREE (70-minute session)</b>
	<ul style="list-style-type: none"> <li>Problem Solver design challenge - preselected</li> <li>TEACHER only Mini-Master Classes - preselected</li> </ul>
2.00pm	<b>WHERE TO NEXT, FEEDBACK AND CLOSE OF QLD CONFERENCE</b>
	<ul style="list-style-type: none"> <li>Completion of feedback form</li> <li>Prize draw for Teacher STEM Passport</li> </ul>
2.15pm	<b>END OF THE CONFERENCE</b>