

## IMPORTANT INFORMATION

<b>DATE:</b>	Tuesday, 3 December 2024
<b>EVENT TIME:</b>	10:00AM - 2:00PM
<b>EVENT CONTACT:</b>	Jane Oja, UTS Events & Program Coordinator T: 0450128847 E: jane.oja@uts.edu.au
<b>EVENT LOCATION:</b>	ICC Theatre, ICC Sydney, 14 Darling Drive, Sydney, NSW 2000
<b>ARRIVAL TIME:</b>	From 9:00 am

### About the event:

The UTS Startups Summit brings students in year 9 and 10 at school together for a day of inspiration around entrepreneurship by hearing from young entrepreneurs at UTS about their work, who they are and how others can follow their example. The audience will be primarily high school students, some teachers and school staff, education stakeholders and event partners. The event is hosted by the UTS Startups team and the ICC Sydney.

### Outcome

An increased desire to pursue entrepreneurship from the students themselves.

### WHAT TO BRING WITH YOU

- Only maximum A3-sized bags that can be tucked under the chairs are allowed into the theatre – it can be a totebag, small handbag, or ziplock bag.
  - **No backpacks are permitted as these are a potential trip hazard in case an emergency evacuation is required.**
- BYO Lunch and Water is recommended

## WHAT NOT TO BRING WITH YOU

- Backpacks or large bags will not be permitted into the Theatre. (small tote bags, handbags, are permitted.)
- There is no need to bring large electronic items (laptops etc.)

## WHAT TO WEAR

Please ensure **ALL** students are wearing their school uniforms. Only teachers/persons of responsibility will be provided with lanyards and badges, all students need to be identifiable by their uniform.

If your school does not have a school uniform, please contact [jane.oja@uts.edu.au](mailto:jane.oja@uts.edu.au) to confirm alternative arrangements.

## EVENT DAY LOGISTICS

### PUBLIC TRANSPORT/PARENTS STUDENT DROP-OFF

The ICC Sydney is accessible via public transport, with the closest light rail station being 'Exhibition Centre'. Please see all the public transport options and drop-off points here - <https://iccsydney.com.au/visitors/getting-here/>

**Event Day Registration Location: Moriarty Lane – ICC Sydney Theatre Box Office**

### BUS/COACH ARRIVAL LOGISTICS

**Event Day Registration Location: Bus Halls upon arrival.**

Please ensure your bus/coach has your **school name sign** displayed in their window. Please print ideally an A3 or A4 sign that you can find in the school assets [here](#).

Please arrange for your bus/coach to follow the signs to 'Exhibition Loading Dock' via Darling Drive which will allow them to enter the **Exhibition** Halls.

The driver will need to enter via the boom gates and gatehouse as per photo below:



Upon entry, the driver will be directed on where to park so students can alight safely. Students and teachers will then be directed to a safe holding area.

**Bus Parking: Your bus/coach may park in the Halls for the duration of the Summit OR depart and return later.** Drivers will be asked their preference upon arrival.

If your bus/coach is departing after drop-off, or if a new bus is arriving for pick-up the bus must return to the exhibition hall no later than **1pm** to ensure safety when the summit concludes and students return to the transport hall after **2:00pm** event conclusion.



## STUDENT ARRIVAL IN EXHIBITION HALLS (via Bus)

### Bus Dropoff

- When all students debus are safely in the holding area, a volunteer will assist with checking in your school and will provide appropriate lanyards for teachers/school staff to wear at all times.
  - There are toilets here for your convenience prior to being brought to the Theatre to be seated. They are well-signed and located near the pedestrian exits.
  - Please note only teachers/persons of responsibility will be allocated lanyards and badges.

### Movement to ICC Sydney Theatre

- A volunteer will support school to move to the ICC Sydney Theatre. Please ensure that all students remain with the group.


### ICC Sydney Theatre Entrance

- You will be allocated one of 4 Theatre doors. Your volunteer will assist you in finding the correct door and will assist you in finding your seats.
- Your seats will be yours for the entire day, please remember which door you have entered from to enable safe and prompt seating.

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## LUNCH BREAK

- No food or drink is allowed inside the ICC Sydney Theatre.
- There will be an approximately 50-minute lunch break. Schools will be allocated general areas outside the theatre, including spaces along Tumbalong Park.
- Students may bring their own lunch in a clear Ziploc bag (A3 size or smaller). Food can also be stored within a tote bag (no larger than A3 size).
- Ample food is available for purchase in the nearby Darling Quarter, but please expect long wait times. Bringing your own lunch is highly recommended. There will be no kiosks or food outlets open within the ICC Sydney Theatre.
  - Note: hot food or drinks that are not in sealable bottles will not be permitted back into the Theatre
- please allow 5-10 minutes to return to your seats before session two begins.

If you have any further questions, please contact [jane.oja@uts.edu.au](mailto:jane.oja@uts.edu.au)

## DEPARTURE

At the conclusion of the summit, we will ask everyone to remain seated until we call your section. This will allow for a much quicker departure and avoid a bottleneck through the exit doors.

Your appointed volunteer will again support your short walk back to the transport halls to collect your bus/coach. NOTE: Please make sure that your bus/coach is displaying your school sign ([in school assets](#)) upon entry back into the transport hall.

Students and teachers can wait in the appointed holding area until their coach is safely parked and your school can board.

Please note that if your bus/coach has departed the transport halls after drop off, they need to be **back in the halls by 1:30pm at the latest**. Buses/coaches can also wait in the bays along Darling Drive and in Haymarket if they prefer but need to be back in the Exhibition Hall by 1:30pm.

## PROGRAM AT A GLANCE

9:00 am	Arrival and Registration commence
09:30 am	Doors Open
10:00 am	Official Welcome
10:15 am	Speakers/Demos
12:05 pm	Lunch
12:55 pm	Speakers/Demos
2:10 pm	Close and return to schools

## PHOTOGRAPHY

We will be encouraging students to take photographs and share to their communities and on social media. If you have any students or prefer your school NOT to be included in any photography, please email [jane.oja@uts.edu.au](mailto:jane.oja@uts.edu.au) with your requirement. We will then ensure your school is seated away from other schools to ensure privacy.

## PRAYER ROOMS

Two Prayer Rooms are available at ICC Sydney for prayer, meditation, and reflection. The Prayer Rooms are non-denominational, however, for those that require, a small number of prayer mats are provided in both rooms. The two Prayer Rooms can be found on Level 3 of the Exhibition Centre, opposite meeting room E3.5, and are always open and available to ICC Sydney guests.

Please can you advise us if you require use of the Prayer Rooms when you collect your name badges at registration, then we can arrange for a volunteer to escort you to the prayer rooms.

## **ACCESSIBILITY**

ICC Sydney is a purpose-built accessible venue; from built-in accessibility features and technologies to inclusionary spaces such as prayer rooms, parents and carers facilities, quiet rooms, and all gender inclusive options that cater to all guests.

This accessibility and inclusion guide aims to provide ICC Sydney visitors with a comfortable, positive and equitable event experience.

Read ICC Sydney's Disability Inclusion Action Plan here - <https://iccsydney.com.au/wp-content/uploads/2024/04/iccsydney-diap-2024.pdf>

If your school group has any accessibility requirements, please contact [jane.oja@uts.edu.au](mailto:jane.oja@uts.edu.au) to advise of your requirements.

## **FIRE / SECURITY BY ICC**

Fire Marshals and Event Security will be provided by ICC's expert team.

ICC will ensure all fire and security compliance is maintained as per their live entertainment and event standards.

## **FIRST AID**

1300 Medics will be in attendance.



There is a First Aid room on Level 2 (Main First Aid Room) and at GA Entrance Level 0, this will be manned by a 1300 Medics team with full first aid equipment.

1300 Medics and ICC security have significant experience working together with regard to Ambulance requests and reception procedures if needed.

## **RISK ASSESSMENT**

If your school requires the completion of a risk assessment to attend, please [click here](#) for access to one via the Summit Schools Portal.

**Thank you to our sponsors**



## **Event Contact**

Jane Oja, Events & Programs Coordinator, UTS Startups

0450128847, [jane.oja@uts.edu.au](mailto:jane.oja@uts.edu.au)