

Time	Location	Event / Activities
<p>8.00 – 8.45 Forum presenters set up Market Place Displays: 10.30 – 12.00 presenters use the front of Boards 12.15 – 1.15 Presenters use the back of Boards If the space is being shared.</p>		<p>Please ...</p> <ul style="list-style-type: none"> • bring your own laptop, data projector, an extension lead and screen if you require one in case allocated rooms do not have them • charge batteries fully in case there is not access to power • bring Blu Tac for your display boards <p>Microphones, white boards and white board markers will be provided along with large and small Post-It-Note Pads if you have requested them.</p> <p>Please ring David Bennet on 0412 388 823 if you have any further queries and note that the location you have been allocated may change because this will be dependent upon the number of Rotarians who have registered to attend your session.</p> <p>Space allocation will be finalised on Thursday 14th and you will be informed of any changes on Friday the 15th.</p>
8.15 - 9.15	Level 1 Foyer	<p>Registrations</p> <p>DLT members please pick up District Badges for yourselves and your team members and assemble to have Board and DLT photos taken. Conference DVD will be running in Toolern Rooms 1&1</p>
9.15 – 9.55	Toolern Rooms 1&2	Plenary Session
9.55 – 10.25	Participants move to their appropriate Forum Session 1 Locations for Morning Tea Forum 1 Program Chairs set up Market Place	
10.30 – 12.00	Toolern Room 1	Community Service Forum
	Toolern Room 2	International Service Forum
	Breeders Room	Club Service Forum
	Legends Cafe	Youth Forum

12.00 – 12.15	Participants move to their appropriate Forum Session 2 Locations. If spaces are being shared Market Place Display Boards need to be turned and Forum Session 1 displays dismantled ASAP.	
12.15 - 1.15 NB. some locations may be changed	Toolern Room 1	Vocational Service Forum
	Toolern Room 2	The Rotary Foundation Forum
	Breeders Room	Marketing / Communications, Newsletters and Social Media Forum
	Legends Café	Membership Forum
	Pre-Function Room	President Nominees Session
1.15 – 2.00	Lunch or departure time for those who are not staying on.	
2.05 – 3.00	Toolern Rooms 1&2	Club Administration - Joint meeting for Treasurers Elect, Secretaries Elect, Governance/Club Protection Officers Elect followed by specific breakout sessions
	Breeders Room 1	Presidents
	Breeders Room 2	President Elects
	Pre-Function Room	President Nominees
3.00 – 3.30	Toolern Room Pre Function Room	Q and A Session 3.30 – 4.00pm Happy Hour at Bar Prices