

# *Better Together*

CANBERRA, 28TH - 30TH OCTOBER

## 2022 ZONE 8 CONFERENCE REPORT

Rotaract   
Zone 8

Rotary   
Zone 8

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# Convenor's Report

The recent 2022 Rotary Australia, New Zealand and Pacific Islands Conference definitely lived up to its 'Better Together' theme.

The first in-person conference since 2019, the Canberra event attracted 550 Rotarians and Rotaractors from across the Zone. After three years of virtual meetings and events, delegates were clearly pleased to be together again, renewing acquaintances and making new friends.

The conference program also showcased the Better Together theme. Plenary speakers highlighted Rotary's successful partnerships in the areas of polio eradication, vaccination of children and women across the Pacific and disaster response in Ukraine. Rotary senior leaders updated delegates on recent developments within Rotary International and Rotary's Foundation, while special guest speakers from Rotary partners Canva and Humanitix highlighted the value of innovation and collaboration.

Ten additional breakout sessions provided delegates with an opportunity to discuss important topics related to diversity, equity and inclusion, membership, public image and Rotary's Foundation.

A key feature of this year's conference, and central to the conference theme, was the partnership between Rotary and Rotaract. The event was organised jointly by a team of Rotarians and Rotaractors, the conference featured speakers and topics relevant to both membership types, and Rotarians and Rotaractors mingled happily and enthusiastically throughout the weekend.

I am hopeful that the collaboration between Rotary and Rotaract evident at this year's conference will provide a springboard for future collaboration at club and district level - not just around events, but also programs and initiatives that deliver positive change in communities. By working collaboratively, we can bring together our diverse perspectives, leverage our collective skills and capabilities and increase our impact. We are definitely better together.

Jessie Harman  
Rotary International Director 2021-2023



# Co-Chairs Report

The proposal for a combined Rotary and Rotaract conference was put forward to RI Director Jessie Harman in 2021 who was delighted to accept the proposal and begin planning the first combined conference. We are extremely grateful for Jessie allowing us to be the co-chairs of this wonderful event and for all of the guidance she has shown throughout the process.

The Rotary Zone 8 Conference 2022 had the theme of “Better Together” encompassing bringing Rotarians and Rotaractors together, the first face to face conference since 2019 and including attendees from Australia, New Zealand and the Pacific. We believe the theme of “Better Together” was delivered comprehensively through the mix of Rotaractors and Rotarians, the quality of our speakers and the positive and welcoming atmosphere of the conference.

Planning for the conference was done almost entirely virtually with the exception of two in person meetings in Canberra where a small group of the committee was able to come together to inspect venues and accommodation and discuss progress. One of these meetings was held in December 2021 before confirming Canberra as the location of the event. During this meeting, some filming was conducted that allowed the conference to be promoted with some exciting video content.

The organising committee was broadly made up of a core team responsible for overall planning and management of the conference, an operations team responsible for speaker recruitment and liaison, sponsorship, showcase, breakouts and events and a communications team.

The final committee comprised 18 members made up of 8 Rotaractors (or joint Rotaractor/Rotarian) and 10 Rotarians, contributing a wide range of backgrounds and experience. The commitment of team members was exceptional and a strong positive and innovative atmosphere prevailed throughout the planning and delivery of the conference. The committee was also geographically diverse with only 8 of the members located in Canberra and the rest spread across Victoria, New South Wales, New Zealand and the Pacific Islands.

Several online technologies were adopted by the committee to assist in meetings, sharing information and setting timelines. All committee members were happy to adopt and try new technologies and ways of doing things to achieve a re-invented conference experience.

In devising the program for the conference, we worked to design an innovative and exciting event with a mix of keynote speakers, interviews, panel sessions, entertainers and breakout sessions. The program included sessions covering:

- Collaborating with and learning from innovative organisations

- Enhancing the skills of Rotarians and Rotaractors working together
- Sharing impactful and innovative approaches
- Inspiring future directions
- Rotary leader perspectives

Total attendance at the conference was 550 including 47 Rotaractors, a pleasing result given the continued presence of COVID and potential hesitancy to travel and meet face to face.

The conference gala dinner and awards night was fully booked to capacity with 400 attending the event at the Museum of Australian Democracy (Old Parliament House). Apart from the historic venue and fellowship, a highlight of the evening was the two entertainers from the DGN ranks who wowed those attending with Saxophone and Operatic performances. The evening was also a celebration of Rotary and Rotaract across the zone with awards presented by Rotaract Australia, Rotaract Oceania, The Rotary Foundation and Rotary Membership Awards.

We are both delighted with how the conference came together and believe that we have strongly demonstrated that we are better together. We hope that this conference can set the tune for future conferences in our zone and beyond. Finally, we would like to thank RI Director Jessie Harman for her trust, support and guidance to bring this event to life.

Andrew Giumelli and John McKenzie  
Conference Co-Chairs



# Detailed Reports

## Zone 8 Financial Report

### INCOME & EXPENDITURE STATEMENT

For period 25 September 2021 to 31 December 2022

#### INCOME

Accommodation – G Train Recoverable	\$ 25375
District Contributions	92265
Registration Fees	112952
Room Hire Recoverable	1458
Wednesday Dinner – Interplast	2500
Thursday Dinner – Rotary Foundation Australia	5700
Conference Dinner – Saturday Night	39633
Showcase Booths	13091
Canberra Convention Bureau Sponsorship	10000
Sponsorship	9545
Bank Interest	16
	-----
<b>TOTAL INCOME</b>	<b>\$ 312535</b>

**EXPENDITURE**

Accommodation – G-Train	\$ 79077	
Accommodation – Committee & VIP's	5993	
Audio Visual	32642	
Booking Fees	3100	
Catering	56859	
Centenary Book Expenses	2765	
Committee Support	2002	
Conference Dinner	54809	
Bus Hire	3777	
Directory	2215	
Facilitators	13507	
Facilitator's Miscellaneous Expenses	1212	
Lanyards	487	
Meeting Expenses	531	
Merchant & Bank Fees	376	
Newsletters	557	
Presenters & Guest Speakers	6321	
Printing & Stationery	1564	
Public Image	1900	
Secretarial Expenses	262	
Showcase Expenses	8262	
Signage, promotion & website	2646	
Venue Hire	29076	
<b>TOTAL EXPENDITURE</b>		<b>\$ 309940</b>
<hr/>		
<b>NET SURPLUS</b>		<b>\$ 2595</b>

=====

## BALANCE SHEET

As at 31 December 2022

### ASSETS

Cash – Bendigo Bank	\$ 90019
Debtors	700
GST Recoverable	19003

### TOTAL ASSETS

-----  
**\$ 109722**

### LIABILITIES

GST Collected	\$ 0
---------------	------

### NET ASSETS

-----  
**\$ 109722**  
=====

### ACCUMULATED FUNDS

Balance from previous report	\$107127
NET SURPLUS	2595

### ACCUMULATED FUNDS

-----  
**\$ 109722**  
=====

PDG Greg Marlow  
Treasurer



## Home Hosting

The final number of homes provided was 8 with a total of 9 guests, 4 Rotarians and 5 Rotaractors. 11 homes were offered with 14 double beds plus 5 single beds totalling 19 beds available. Initial requests for beds were 15 then 6 delegates either could not come or decided to find their own accommodation.

All host families went out of their way to meet their delegates at the airport and spent time showing them around Canberra, some extended their homes for extra nights. Feedback from the matched hosts with their delegates was very positive. The Rotaract delegates expressed how they were made to feel very welcome and enjoyed the time spent with their host families.

Home hosting was a positive example of our theme "Better Together." The delegates were shown more of Canberra than they would have otherwise seen. A great way to mix Rotarians and Rotaract especially being the first combined conference and to reduce the cost of attending the conference.

Sandra Goldstraw  
Home Hosting Coordinator

## Showcase

There were 18 stands (with 3 being double stands) i.e. a total of 21 stand positions. The showcase area was designed with the stands round the edge of the NCCC Exhibition Hall with a large open area in the centre for everyone to gather during the lunch and refreshment breaks. With the ongoing existence of COVID the large central open area was important to allow social distancing. Our Exhibition Supplier, SBX, was very supportive of Rotary and accommodating with all our requests.

Feedback on the showcase was positive from both exhibitors and attendees with many commenting on the ability to strike up a conversation over the meals. The visibility of all stalls and clear signs meant that attendees could easily identify stalls they wished to engage with. Some clubs and programs expressed disappointment that they were not able to access a free or cheap way of showcasing their own materials.

Brian Goldstraw  
Showcase Coordinator

## Program

The program consisted of a mix of plenary sessions, breakouts and meal breaks for networking and fellowship. The program was carefully constructed to include a variety of Rotary speakers to provide updates and non-Rotary speakers

<b>Conference Schedule</b>		
		
<b>Friday 28th October</b>		
Opening Plenary	5:30pm - 7pm	Royal Theatre
<b>Saturday 29th October</b>		
Morning Plenary	9am - 9:40am	Royal Theatre
Morning Breakouts	9:50am - 10:40am	Gallery Rooms
Morning Tea	10:40am - 11:10am	Expo Hall
Plenary	11:10am - 12:20pm	Royal Theatre
Lunch	12:20pm - 1:20pm	Expo Hall
Plenary	1:20pm - 1:50pm	Royal Theatre
Afternoon Breakouts	2pm - 2:50pm	Gallery Rooms
Afternoon Tea	2:50pm - 3:20pm	Expo Hall
Afternoon Plenary	3:20pm - 4:30pm	Royal Theatre
Gala Dinner	7pm - 10pm	Old Parliament House
<b>Sunday 30th October</b>		
Institute Business	8am - 8:50am	Torrens Room
Panel and Plenary	9am - 10:30am	Royal Theatre
Morning Tea	10:30am - 11am	Expo Hall
Final Plenary	11am - 12:30pm	Royal Theatre

\*Subject to change, changes will be on conference website and announced

## Breakouts

Interested parties in running a breakout session for the ANZ Conference were canvassed via the Zone website and social media. There were over 15 expressions of interest to run a breakout and these were used to inform inclusions in the program. A decision was made to not include specific Rotary projects as there were so many and not all could be included, these were referred to the showcase. A total of 10 breakouts were held across 2 sets – concentrating on a broad range of interest areas for participants. A priority was making sure that content was relevant for Australia, New Zealand, the Pacific Islands and both Rotaractors and Rotarians. Sessions catered for approximately 100 participants each.

Preregistrations were encouraged but proved difficult to enforce on the day. Feedback was positive overall with high attendance at most sessions. The main focus was on short presentations and participant interaction through Q&A and workshops. Topics included Diversity, Equity and Inclusion, The Rotary Foundation, Public Image, starting new Rotary and Rotaract Clubs, volunteering, pathways to leadership and Reconciliation Action Plans.

## List of Breakouts and Descriptions

Applying DEI in the Rotary context	Rotary International is committed to ensuring a diverse and equitable community of global volunteers but how does that translate into the work your club does in your local community?
A conversation about volunteering	Join us for this discussion about where community volunteering trends are heading and what you might expect from volunteers in the future.
A User Journey: From Youth Program Alumni to Rotarian	Long term engagement of youth alumni is a critical and underutilised resource for clubs across the zone. Join this discussion on how you can engage your Rotary youth alum.
Marketing: getting your project out there	This breakout is a case study on the marketing of the End Polio Now Tandem Bikeride. Come along to hear the inspiring story of Phil and Joyce Ogden's tandem bike ride across the Nullarbor to raise funds to End Polio.
Rotary in Action: planning impact driven projects	This session will provide an opportunity for participants to consider how to identify, fund, plan, implement, review, report, celebrate and publicise a project.
Rotary Foundation: how to maximise your impact	The Rotary Foundation is the cornerstone of Rotary supporting global and impactful project worldwide. Each foundation sponsored project has the potential to create everlasting change - but how can you maximise the impact of your projects?
To lead or not to lead: pathways to leadership	Leadership is a skill like no other and great leaders know how to get the best out of the teams around them. As we look towards a future where leadership is more important than ever before, come along to this session to understand where the opportunities and possibilities for leadership development lie.
Starting new clubs: 5 steps for success	This hands-on interactive breakout will help innovative Rotary leaders develop a scientific process in every district to start new Rotary and Rotaract Clubs to grow our membership and expand Rotary's reach in Zone 8.
Behind the Curtain - 3 simple steps to maximising your Facebook posts	In this day and age of social media ensuring your club has an excellent online presence is key to ongoing club success. But what makes a club shine on social media?
Acknowledgement of first nations peoples: reconciliation in practice	What is reconciliation and why should we be moving towards it? This session will explore what the purpose of a Reconciliation Action Plan (RAPs) is and how a club can go about creating one.

Clare Lawlor, Tim Moore and Shaun Peacock  
Breakout Coordinators

## Speakers

Welcome to Country	Aunty Violet Sheridan
Welcome to Canberra	Rachel Stephen Smith
Welcome by RIPE	Gordon McNally
Interview	Gary Newton
	Ken Hutt
Keynote	Pete Mercer
Entertainment	Alchemy Chorus
Keynote	Sally Woellner
Keynote/Centenary Project	Michelle Tanner
	Becky Giblin
Interview	Jenny Chung
	Andrew Giumelli
Keynote	Ian Riseley
Interview	Gordon McNally
	Laura Telford
Keynote	Jessie Harrmon
Keynote	Mary Barry
Keynote	Erika Yague
Entertainment	Lucy Sugerman
Keynote	Larry Lunsford
Keynote	Major Alex Rubin



## Sponsorship

### Major Sponsors

- ACT Government / Canberra Convention Bureau
- Beyond Bank
- Aspen Medical

### Additional Sponsors to be acknowledged

- Encore Technologies
- National Convention Centre Canberra
- Furniture Company
- National Mailing and Marketing

PDG Peter Ford

Sponsorship Coordinator

## Gala Dinner and Awards Night

The Gala Dinner and Awards night was a resounding success. Rotarians and Rotaractors from across the zone dressed up for a night of celebration with old and new friends. The event sold out at 400 attendees which was the maximum capacity of the venue. The entertainment on the evening was provided by two members of the Zone 8 District Governor Nominee cohort who played saxophone and performed a number of Opera pieces respectively.

Awards were presented by Rotaract Oceania, Rotaract Australia, Rotary Zone 8 and the Rotary Foundation (both Australia and New Zealand). The list of awards and winners can be found in the [program for the evening](#).



Sally Foster

Social Coordinator

## Communications

A fun and unique logo and brand set was developed to promote the conference. The logo utilised colours from the Rotary brand with an emphasis on a mix of colours that can represent Rotary and Rotaract equally to showcase the equal partnership present in the event. The logo also included the shape of the Australian Parliament House which is an icon in Canberra.



A variety of marketing materials were developed to advertise the event in new and innovative ways. Some samples are included below.

Save the date social media post



Tickets on sale social media post



Presentation to local clubs



Speaker announcement for social media



Speaker announcement of social media



Tickets extended social media post



Countdown social media post



Welcome screen for digital signage



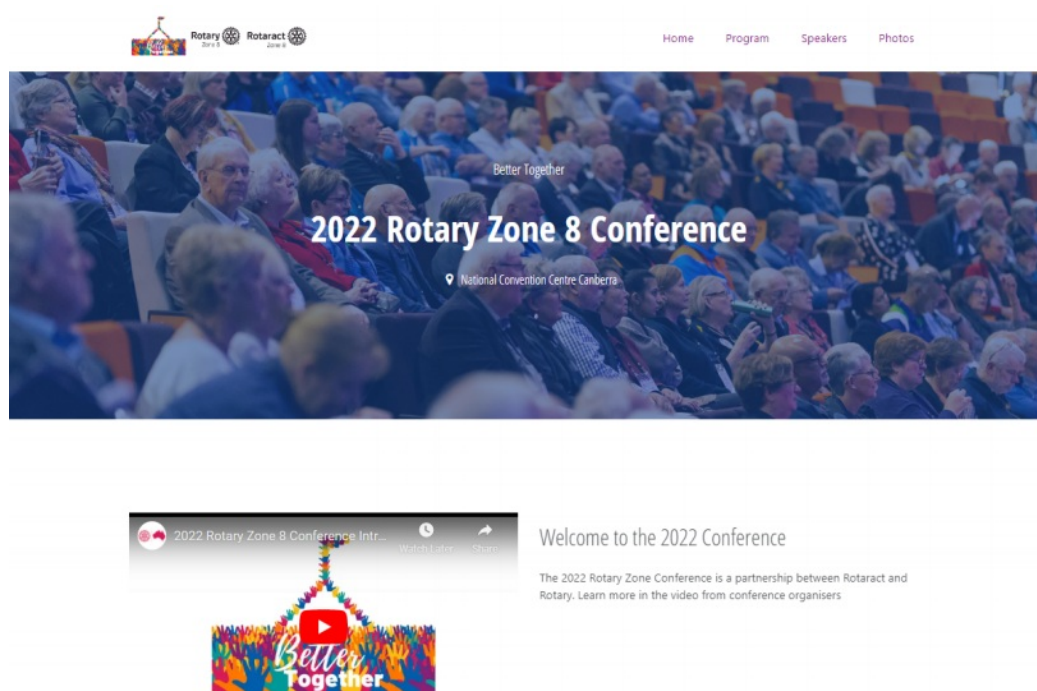
Welcome slide for stage



## Website

A website was created to advertise all aspects of the conference. The website was hosted with the existing Zone 8 website as a subdomain. The site became the central source of knowledge for the conference and included information such as accommodation options (including discounted hotels and home hosting), speakers bios, conference schedule.

## Homepage

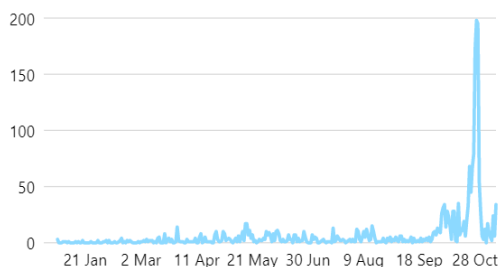


## Social Media

Facebook was one of the main methods of promoting the conference. Below are some stats from the facebook page which highlight the positive engagement with the event via social media.

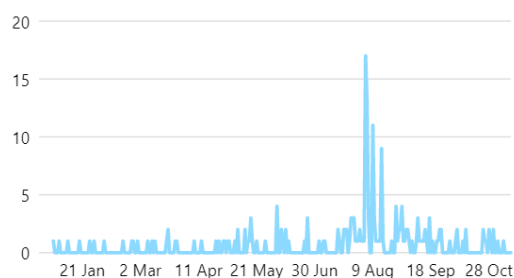
Facebook Page visits ⓘ

2,162 ↑ 255%



Facebook Page new likes ⓘ

206 ↑ 3%



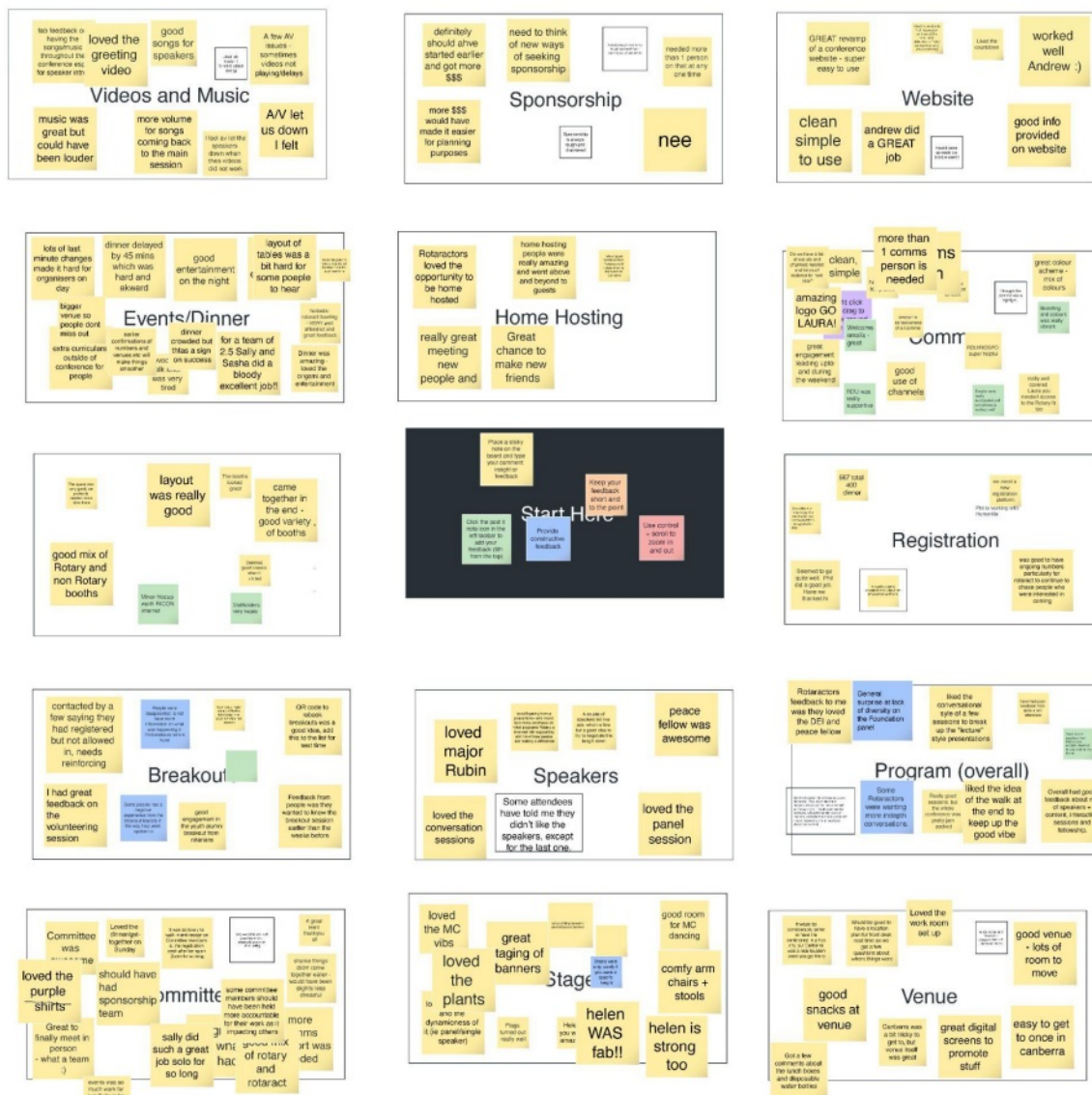
Laura Telford  
Communications Coordinator



# Appendix

## Committee Feedback

Following the conclusion of the conference a review of the event was conducted by the full committee. A technique to capture feedback using a ZOOM whiteboard was adopted. The screenshot of the whiteboard is shown below.



## Conference Handbook

A document was prepared to allow the conference committee and associated volunteers to access information relevant to the smooth running of the conference. It was designed to answer any questions that might arise during the period from October 27 to 30. A contact list of those involved was included to enable a swift response to queries or problems. An edited version excluding contact information is included below.



Rotary Zone 8 Conference

Canberra 28th - 30th October 2022

# Conference Handbook

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## Introduction

Hello everyone!

We have made it to conference week. This document is a summary of everything the committee might need to be across for the weekend. Please note this will be a live document with items being added as they are finalised or we realise they are needed here. If you are looking for some information, please check here before contacting another team member for a response.

## Contacts

The below tables contain all relevant contacts for the conference. If you need to communicate with a supplier, please do this through the primary contact that has been working with that supplier to avoid any confusion.

## Committee

Name	Role
Jessie Harman	Convenor
John McKenzie	Co-Chair
Andrew Giumelli	Co-Chair
Greg Marlow	Treasurer
Jane Moore	Secretary
Laura Telford	RA Chair
Becky Giblin	Rotaract O IP Chair
Jennie Herring	Program
Shaun Peacock	Breakouts / Rotaract O Chair
Tim Moore	Breakouts
Clare Lawlor	Breakouts

Sandra Goldstraw	Home Hosting/Showcas e
Brian Goldstraw	Showcase
Sasha Kimber	Social and Comms
Sally Foster	Dinner Coordinator
Helen Moore	Stage Manager
Madelaine (Maddy) George	Speaker Liaison
Ariana Andrews	MC
Gary Newton	MC
Rob Woolley	Aide to RIPE Gordon McInally
John Glassford	Aide to TRF Trustee Larry Lunsford

## NCCC

Name	Role
Shekhar Bhagat	Event Services Manager
NCCC Reception	Announcements, Digital Signage, Printing, Cloak Room
Letizia Dorr	Event Manager
Neil Ambida	Encore (AV) Manager
Emma Pieper	Senior Account Manager (SBX - Expo Set Up)

## Volunteers

Name_First	Name_Last
Kavee	Masila

Sally	Hearder
Graham	Wiggins
Alex	Malubag
Eeshwar	Rajagopalan
Kate	Edwards
Sue	O'Donnell
Shauna	Loganathan
Simon	Byrnes
Laura	Telford
Kate	Rice
Gaye	Shenton
William (Wombat)	Wattam
Sasha	Kimber
Foster	Sally
Peter	McDermott
Sam	Byrne
Evan	Lendich
Rosemary	Everett
William	Weekes
Patricia	McDonell
Debora	Whitfield
Desmond	Woods
Julia	Pedler
Farnaz	Salehzadeh
Pauline	Hore
John	Platten
Libby	O'Brien

## Other

Name	Role
John Prendergast	Training Coordinator
Jennifer Scott	Business Sessions
Bronwyn Stephens	Major Gifts and Donors Event
Murray Farrell	Photographer/Videographer
John Scarano	Sat Evening Photographer

Pauline	Crowne Plaza
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## Registration

### Online Registration

The registration website will close at 12pm on 28th. Registrations from Wednesday 12pm until this point will be monitored by Greg Marlow and badges will be printed at the Conference Office at 12pm on Friday.

### Registration Desk

The Registration desk will be located just outside the Conference Office in the NCCC Foyer. It will be manned primarily by volunteers but always supervised by a member of the committee. Please see [Roster and Volunteers](#) section for more details.

The registration desk will be open:

- Friday 28th 10am to 6:30pm (advertised as from 4pm but open early to capture Friday meeting attendees)
- Saturday 29th 8am to 4pm
- Sunday 30th 7:30am to 9am

### Badges

Badges have been printed by a professional printer and include First Name, Surname, significant Rotary titles and District. There were a significant number of mistakes in the data on the ticket website due to people entering incorrectly. There was a large effort to correct this however we know that some will have slipped through.

Badges can be reprinted at the conference office. Instructions for doing this will be available with the printer.

### Badge Sample





## Conference Schedule







Rotary Zone 8 Conference October 2022

# Andrew

## Giumelli

Speaker



Friday 28th October		
Opening Plenary	5:30pm - 7pm	Royal Theatre
Saturday 29th October		
Morning Plenary	9am - 9:40am	Royal Theatre
Morning Breakouts	9:50am - 10:40am	Gallery Rooms
Morning Tea	10:40am - 11:10am	Expo Hall
Plenary	11:10am - 12:20pm	Royal Theatre
Lunch	12:20pm - 1:20pm	Expo Hall
Plenary	1:20pm - 1:50pm	Royal Theatre
Afternoon Breakouts	2pm - 2:50pm	Gallery Rooms
Afternoon Tea	2:50pm - 3:20pm	Expo Hall
Afternoon Plenary	3:20pm - 4:30pm	Royal Theatre
Gala Dinner	7pm - 10pm	Old Parliament House
Sunday 30th October		
Institute Business	8am - 8:50am	Torrens Room
Panel and Plenary	9am - 10:30am	Royal Theatre
Morning Tea	10:30am - 11am	Expo Hall
Final Plenary	11am - 12:30pm	Royal Theatre

\*Subject to change, changes will be on conference website and announced

## Program

The up to date program can be found on the [Conference Website](#). Updates can be made to the website at any time by Andrew or Laura. Please advise at your earliest convenience if you feel information on the website needs updating.

A mini version of the program is included on all badges along with a QR code that will take them to the website.

No other printed programs are available.

Committee members can find a working program for internal use here -

[+ DRAFT Program 2022](#)

## Speakers

Speaker Liaison Maddy is the primary point of contact for everything related to speakers. Comprehensive information has been provided to all speakers to assist them in preparing for their presentations.

You can see a copy of the speaker briefing here - [Speaker Briefing Document](#)

A full list of speakers and their requirements can be found here -

[+ Speakers Master Spreadsheet](#)

## Breakouts

Breakouts will be held at 9:50am to 10:40am and 2pm to 2:50pm on Saturday 29th. The breakouts will occupy the Royal Theatre, Swan and Torrens Rooms combined, Fitzroy Room, Murray Room and the Derwent Room. These sessions will run concurrently.

10 minutes has been allocated for moving between the royal theatre and the breakouts and ushers will be on hand to assist with moving people to the correct rooms.

Both sets of breakouts conclude into a meal break so attendees will move from the breakout to the exhibition hall where meals will be served.

The breakouts and their details can be found on the website and internal program linked above.

Attendees have been asked to register which breakout they would like to attend in welcome emails sent out prior to the event. Although this won't be strictly enforced, preference will be given to those that have registered for the breakout. We do expect rooms to fill up and once they are full people will need to find another breakout to attend.

[Register for a breakout session](#)

## Showcase

The Showcase equipment is being provided by local company SBX. They are a professional exhibition company that has worked extensively with the NCCC. SBX will bump in all stalls and equipment from 8am to 12pm on Friday 28th. Stallholders will be able to bump in following this from 12pm to 4pm.

The Showcase will be open at the below times:

- Friday 28th 4pm to 6:30pm
- Saturday 29th 8am to 4pm
- Sunday 30th 8am to 11am

Stallholders will begin bump out from 11am on Sunday 30th, they have been requested to have this finished by 1pm however some additional time is available for this process to be completed.

Showcase exhibitors will have a blue coloured badge. If exhibitors have registered for the conference as well they will have a second regular badge.

Showcase exhibitors do not receive meals except for lunch on Saturday 29th. That being said, there will likely be leftovers following all the meals and once the sessions have resumed they are welcome to any food that may be leftover.

The showcase exhibitor briefing can be found here -

■ [Rotary Zone 8 Conference Showcase Briefing Document.pdf](#)

## MCs

Our MCs for the Conference are Gary Newton and Ariana Andrews.

The MCs will be using the runsheet and other available information. There is also an MC Briefing doc - [MC Briefing](#)

## Run Sheet

The master runsheet for the event can be found here - [Master Runsheet](#)

The below people have access to edit this runsheet:

- MCs Gary and Ariana
- Co-Chairs Andrew and John
- Stage Manager Helen
- Secretary Jane

If you notice an error please contact the relevant person that this will affect to make a correction.

If you would like a version of the runsheet where you can manipulate the view to only show relevant content please let me know and I will generate a version that you can use. Data should only be input into the master sheet so that this record is maintained.

## National Convention Centre

### Banquet Event Orders (BEOS)

Banquet Event Orders (BEOs) are the runsheets that the venue will be working off. They include details about the rooms required, equipment required and meals ordered.

- [BEO - National Convention Centre\\_26.10.22 V5.pdf](#)
- [BEO - National Convention Centre\\_27.10.22 V5.pdf](#)
- [BEO - National Convention Centre\\_28.10.22 V5.pdf](#)
- [BEO - National Convention Centre\\_29.10.22 V5.pdf](#)
- [BEO - National Convention Centre\\_30.10.22 V5.pdf](#)

Any variations to this need to be approved by Andrew or John and the authorities on the NCCC Account.

## Reception

The NCCC Reception will be open at all times that we have access to the centre. Reception offers the below services:

- Cloak Room
- Printing (charged to account, must be approved by John or Andrew)
- Announcements over PA system (must be approved by John or Andrew)
- Updating Digital Signage (graphics produced by comms team and approved by John or Andrew)
- Assistance with parking, wifi, phone calls etc.

## Audio Visual

Encore is the Audio Visual provider for the Training and Conference at the NCCC. Encore is the in house provider and well equipped to handle our event.

The AV quote can be found here - [Rotary Zone 8 Conference AV Quote v7 \(1\).pdf](#)

A summary of what is provided is included below.

### Royal Theatre

- Dedicated technician
- Projector
- Monitor on stage to view presentation
- Monitor on stage with timer countdown
- Slide clicker
- 1x lectern microphone, 2x lapel microphones and 3x handheld microphones
- Choir microphones for Alchemy Chorus
- DI Box for Lucy Sugerman
- 2x laptops for vision control
- Lighting for the stage

### Gallery Rooms

- Roving technician
- projector
- Windows laptop located at lectern (appropriate for live demos, videos and slides)
- lectern microphone
- slide clicker

### Expo Hall and Foyer

- Tablet for background music
- Microphone for announcements

## Music

The Event and Comms team has put together a few playlists to keep us energised and engaged during the conference.

Each speaker has a unique intro, the listings can be found here - [📁 Music for conference](#)

[Speaker intros playlist](#)

[Conference breaks playlist](#)

[Gala dinner playlist](#)

## Website

The Conference Website is being run by Wordpress and is hosted in the RotaryZone8 hosting account (managed by Phil Lacey).

The program is being managed by a plugin and theme called [WP Event Partners](#).

Andrew, John and Laura have access to the backend of the website by going to <https://conference.rotaryzone8.org/wp-admin/>

Please notify any changes to them accordingly.

## Info Emails

The [info@conference.rotaryzone8.org](mailto:info@conference.rotaryzone8.org) email will be monitored periodically throughout the conference.

Please if attendees are having any trouble or have feedback please direct them to this email address. Although we want this


## Roster and Volunteers

The Roster can be found here - [📁 Conference Roster](#)

The roster includes start and finish times for each shift, names, email addresses and phone numbers so this is always on hand.

## Volunteer Briefs

Before starting each shift a volunteer should be provided with a brief of the task they are being asked to undertake. The briefs will be emailed out to all volunteers on Thursday 27th October. A Paper Copy of each will be available in the conference office

 Bus volunteer brief

## Photography

Murray Farrell has been engaged to attend on Friday evening to film part of the opening session to make a clip for the Saturday morning.

Murray has also been engaged to take photos of the event on Saturday morning from 8:30am to 12pm. These will be shared with attendees following the event and will be kept and passed on to future committees to assist with promotional efforts.

## NCCC Media Request

The NCCC have also asked to take images and video during our event. Permission has been granted for this to take place however the below conditions have been placed on this:

- We get sign off before anything is posted by NCCC
- We receive a copy of all photos taken
- They must be considerate of the audience
- No photographer should be on stage or walk in front of presenters without permission from Andrew, John or Laura.
- No photography should take place during the training sessions 26th-28th

## Parking

Paid parking is available for delegates underneath the NCCC and across Constitution Avenue.

We have a supply of paid parking tickets available for committee members and volunteers. Please take a ticket from the machine upon entry and then collect a validated parking ticket from Andrew or John before leaving the Centre.

## Gala Dinner

The Gala dinner and awards night will be held at Old Parliament House (OPH) also known as the Museum of Australian Democracy (MOAD).



The Gala Dinner will start at 7pm and include awards from Rotaract Oceania, Rotaract Australia and Rotary Zone 8. There will also be performances from DGN Stephen O'Connell (Saxophone) and DGN Michael Lapina (Opera Singer)

The Gala Dinner Runsheet can be accessed here - [W Dinner Run Sheet V3.docx](#)

The Gala Dinner program will be printed with 2 booklets on each table of 10. A digital version can also be accessed online (see below)

[Gala Dinner and Awards Night Program](#)

[Gala Dinner and Awards Night Seating Chart](#)

[Gala Dinner and Awards Night Floorplan](#)

## Foundation Major Gifts and Donors Event

The Rotary Foundation is hosting a Major Gifts and Donors event at OPH before the dinner. This event will commence at 5:30pm in Kings Hall and conclude at 6:30 for attendees to join the gala dinner. The event is being coordinated by Bronwyn Stephens with assistance from Sally.

This event is invite only.

## Buses

Buses have been arranged to take attendees from the Novotel and Crowne Plaza to Old Parliament House. These will depart from each location at 5:15pm for attendees of the Foundation event and 6:15pm for attendees of the gala dinner and awards night.

Attendees must book a place on these buses through the cognito form - <https://www.cognitoforms.com/Zone8Conference/SaturdayNightBusRegistration>

Buses have been booked through Murrays with the Job Confirmation Number 00509265. Job Confirmation can be accessed [here](#). Final numbers and arrangements need to be communicated by 12pm Friday 28th October.

## Wheelchair Accessible Transport

As per our commitment to inclusivity for all at our conference we have offered personalised transport to members that we are aware of that have specific accessibility requirements. This has been organised by Sally through taxi company 13WATS

Booking Confirmation Numbers:

Booking 1 - David Rands:

1019606 and 1019605

Booking 2 David McPherson:

1019607 and 1019608

Booking 3 Gary Newton:

1019873 and 1019874

## Photographer

Local Rotarian John Scarano has agreed to photograph the Foundation Event and Gala Dinner on Saturday 29th October. John regularly photographs local Rotary events and was very happy to help us out for this event. John has been given the below brief:

### *1. Rotary Foundation Major Gifts and Donors Recognition Event*

**Time:** 5:30pm to 6:30pm (arrive between 5pm and 5:15pm)

**Location:** Kings Hall, Old Parliament House

**Format:** Cocktail function, standing

**Event Organiser:** Bronwyn Stevens

**Pictures required:** Group shots, crowd shots, candid shots and photos of the awardees and officials presenting the awards.

**VIPs:** In attendance at this event will be:

- *RI President Elect Gordon McNally*
- *Rotary Foundation Trustee Chair Ian Riseley*
- *Rotary Foundation Trustee Larry Lunsford*
- *Rotary International Director Jessie Harman*

### *2. Gala Dinner and Awards Night*

**Time:** 7pm to 10pm

**Location:** Members Dining Room, Old Parliament House

**Format:** three course seated dinner, three sets of awards presented between meals.

**Event Organiser:** Sally Foster

**Pictures required:** Group shots, crowd shots, candid shots and photos of the awardees and officials presenting the awards.

**VIPs:** In attendance at this event will be:

- *RI President Elect Gordon McNally*
- *Rotary Foundation Trustee Larry Lunsford*
- *Rotary International Director Jessie Harman*



**Meal:** Dinner will be provided for you

## Accommodation

Accommodation has been booked for committee members and conference guests as requested. This has been booked as per the below spreadsheet.

Conference Booking at Crowne Plaza -  Conference Block Accommodaton Booking

Booking confirmations can be found here -

-  Conference Freesale Block Opera Rooming list (1).pdf
-  Conference Master Block Opera Rooming list (2) (1).pdf

## Sponsorship

We did receive a some sponsorship to help support the event. The below sponsors have a logo included on the rotating signage in the foyer and will be mentioned on stage. In addition to this Beyond Bank have signage displayed in the Rotary Showcase.

- ACT Government / Canberra Convention Bureau
- Beyond Bank
- Aspen Medical

Additional Sponsors to be acknowledged

- Encore Technologies
- National Convention Centre Canberra
- Furniture Company
- National Mailing and Marketing

# NCCC Map

