



Join us.....As a Volunteer!!

Join us in 2021 for this opportunity to be a part of our National Conference in Brisbane.

Early Childhood Australia values the importance of volunteers to coordinate our National Conference and would invite all students to apply and be a part of one of the largest early childhood conferences in 2021.

In appreciation of volunteering your time, ECA recognises your commitment and offers the following items in appreciation:

1. Individual Student Membership to ECA, plus subscription to Everyday Learning Series (EDL) (valued at \$76)
2. Journal
3. A ticket to the Welcome Reception (valued at \$90)
4. Catering
5. Access to live streaming and on-demand library of conference presentations (valued at \$199)
6. Certificate of appreciation

The following table outlines which of the above benefits you will be entitled to according to the number of shifts that you volunteer:

	3 days +	2 days
Individual Membership	√	√
Everyday Learning Series Subscription	√	
Journal	√	√
Pen	√	√
Welcome Reception	√	√
Catering	√	√
Virtual Delegate On Demand Access	√	√
Certificate of appreciation	√	√

Please note: volunteers are required to work a minimum of an 8 hour shift which will incorporate appropriate breaks.



Monday, 6 September 2021 – 7.30 am – 6.30 pm

Registration	<p>Assembly of conference materials</p> <p>Registration desk: Registering delegates, dispensing name badges, journals pens and USB sticks.</p>
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Tuesday, 7 September 2021 – 6.30 am – 5.30 pm

Registration	<p>Registration desk: Registering delegates, dispensing name badges, journals pens and USB sticks.</p>
Role one	<p>Roaming Helpers: Roam around the venue during the event to assist lost/confused delegates.</p>
Role two	<p>Main plenary and concurrent session runner and room usher: Runner for keynote speakers, presenters and MC's Respond to queries from delegates Running messages to speaker room or other event personnel</p>

Wednesday, 8 September 2021 – 7.00 am – 5.30 pm

Role one	<p>Roaming Helpers: Roam around the venue during the event to assist lost/confused delegates.</p>
Role two	<p>Main plenary and concurrent session runner and room usher: Runner for keynote speakers, presenters and MC's Respond to queries from delegates Running messages to speaker room or other event personnel</p>

Thursday, 9 September 2021 – 7.00 am – 5.00 pm

Role one	<p>Roaming Helpers: Roam around the venue during the event to assist lost/confused delegates</p>
Role two	<p>Main plenary and concurrent session runner and room usher: Runner for keynote speakers, presenters and MC's Respond to queries from delegates Running messages to speaker room or other event personnel</p>



Conference address

All volunteer activities will take place at the following locations:

Brisbane Convention & Exhibition Centre

Glenelg Street, South Brisbane QLD 4101

T: 07 3308 3000

W: <https://www.bcec.com.au/>

Volunteer Briefing & Information

Volunteers will be given a detailed briefing at the **Brisbane Convention & Exhibition Centre** on:

Sunday, 5 September 2021

15:00 – 17:00

(Time to be confirmed)

Please meet at the registration desk, in the Main foyer. Volunteers will be provided with the working roster and will be informed of their duties throughout the conference.

Dress

- Black Pants
- Comfortable shoes – dark, preferably black
- Neat appearance
- Identifying volunteers’ – Volunteers will be provided with a ‘Volunteer’ T-shirt to identify themselves during the conference

Care of Volunteers

- Volunteers will have breaks for meals prior to or following the conference programmed breaks. A number of duties for volunteers will be required whilst delegates are on programmed breaks.

A non-smoking venue

The Brisbane Convention & Exhibition Centre is a non-smoking venue.



Getting there

The Brisbane Convention & Exhibition Centre has on-site parking. ECA does not reimburse parking or other transport expenses.

Details on public transport services to travel to and from the Brisbane Convention & Exhibition Centre are available at: <https://www.bcec.com.au/visit/#public-transport>

Roster

Volunteers must fill out the roster below detailing which days they are available. A roster will then be developed for each volunteer.

At the conference

Each morning student volunteers will meet with the Conference Manager at the registration area, where they will be briefed on the order of events and their tasks. Any uniform items will be provided to volunteers during the briefing.

If you are interested in volunteering at the Early Childhood Australia National Conference, please complete the attached form and send to: conference@earlychildhood.org.au

For further information and contact point for Volunteers:

ECA Conference Team
02 6242 1800



Volunteer form

Please complete the following details electronically and send via email to:

conference@earlychildhood.org.au

Name:	
University / Institution attending:	
Course studying:	
Lecturer:	
Email address:	
Mobile:	

Availability

Please specify the shift/s you are available to volunteer at the conference:

Date	YES Please tick	NO Please tick
Monday, 6 September		
Tuesday, 7 September		
Wednesday, 8 September		
Thursday, 9 September		

If you have existing commitments which would prohibit you from commencing at scheduled times please advise below, so we can take this into consideration when allocating shifts. Please refer to page 2 for daily times.