

IOP

IOP: insTED Conference

Date(s):	Thursday 21 st November 2019
Time:	1530-2000 Booking, 1730-2030 ETD Event timing
Purpose:	To showcase the scientific research abilities and talent of 10AC students as they present a researched topic of interest for their peers, families, senior members of the school, the Scots Community and possible special guests.
Number of Guests:	Around 25 Students Around 40-50 Parents Other staff members or Scots Community ETD 70-80 guests
Specific Staff Responsibilities	<p>Cleaning Organized Catering Organized Booking of Shelly and Hub Organized Pizza-type meal for students from 1530-1730 Flowers for guests and judges Chocolates if appropriate Brochure Production Technology usable in both venues</p> <p>Prizes: Audience Choice Runner Up Supreme Winner Highly Commended Something to everyone – 10AC Pens Certificates</p> <p>Drop Tables Canapes Gappy/Server for wine required Orange and Water</p> <p>Budget</p> <p>Boys to help set up Henley Smith</p> <p>Marketing; 28 Name Tags (27 Students + 1 Staff) Pictures</p>
Venue:	Scots Hub and Tony Shelly Centre (Note internal (HUB) entrance)
Details / Schedule:	<p>1530: Any needed set-up to be started 1600: Any pizza or interim meal for students who cannot go home BY 1700: All technological aspects in Shelly and Hub confirmed 1730: Guests arrive 1800: Remarks and thanks as CATERING provided and socializing 1830: All move to Shelly for TedX style talk by students (Program for Shelly on next page) After Shelly, return to Hub for exhibition</p>

Web Information:

**Date / Times / Venue / Dress / Cancellation
Details / Contact Person (phone number)/
Further Information**

Date: Wednesday 13th September
Times: 1730 for 1800 start
Venue: Hub and Shelly Presentations
Dress code: No. 1s for student & Semi Formal for visitors
Cancellation Details: Email to all Parents & College Website if urgent
Contact Phone: Dr Manighetti: +64 =====
Adwik Ghosh: +64 2=====

Anything further required