

Experience QUT Day (International Years 11 & 12)

Monday 16th October 2017, 9.00am – 2.30pm

Information Pack

Thank you for your interest in attending Experience QUT Day! We have provided some useful information for you to read about the event.

This information pack contains the following:

- Getting to the event and registration
- Event flyer (with program) and info sheet
- Emergency Contact and Parent/Guardian Consent Form (if under 18)
- Event Terms and Conditions
- HSE Visitor Summary

Please ensure you read the information pack and return your **signed Parent/Guardian consent form** (if you are under 18*) to brisinternational@qut.edu.au or bring it with you on the day of the event.

When and Where

Date: Monday 16 October 2017 (Pupil Free Day)

Time: 9:00am – 2:30pm

Location: P-419, QUT Gardens Points, 2 George Street, Brisbane

Cost: Free (Lunch will also be provided to all participants on the day)

Getting to QUT Gardens Point campus

Map of campus and transport options to QUT are listed [here](#).



Experience QUT Day
Meeting Point, P Block,
Room 419

Registration

Please arrive at 9.00am – 9.20am, for a 9.30am start. When you arrive at the venue (P-419, QUT Gardens Point), please see one of our student ambassadors at the registration table. Be ready with your Eventbrite ticket and your signed Parent/Consent Form (if you have not already emailed to brisinternational@qut.edu.au).

*Participants under the age of 18 must return a signed Consent Form to QUT in order to participate in this Event. Please print and sign the form on Page 4 as appropriate, and email a copy to brisinternational@qut.edu.au. Alternatively, the participant may return the signed form in person during the Registration session at the Event.

Contact Details

For event enquiries, please contact Nancy Ly:

Email: brisinternational@qut.edu.au

Phone: 03 3138 2862 / 0435 696 713

Main contact number on the day of the event is 0435 696 713.

See you at Experience QUT Day!

You're invited to EXPERIENCE QUT Day

For international students in Years 11 & 12



International students completing senior studies in Australia are invited to experience QUT for a day at the Gardens Point (City) campus.

Date: Monday 16 October 2017 (Pupil Free Day)

Time: 9:00am – 2:30pm

Venue: Gardens Point Campus

Cost: Free (Lunch will also be provided to all participants on the day)

Held on a Pupil Free Day, Experience QUT Day is an opportunity for students to chat to QUT staff and students, meet future university friends, and participate in a fun and fast-paced **Experience QUT Team Challenge**.

Program

Time	Session
9.00am	Arrival and registration
9.30am	Welcome and Introduction
9.45am	'Future of Uni, Work and You', by Jimi Bursaw, Leadership and Development Team
10.15am	Team Challenge Briefing
11.00am - 1.00pm	Experience QUT Team Challenge Students challenge their skills in collaboration, communication, creativity and critical thinking in a fun campus-wide activity.
1.00pm	Lunch
1.45pm	Announcement of winners and prize giveaways
2.30pm	Program concludes
2.30pm - 3.30pm	(Optional) Kelvin Grove campus tour with a student ambassador*

REGISTER NOW

To secure a place for yourself or for your school at the Experience QUT Day, please submit an electronic Registration Form by no later than **Monday 9 October 2017**.

Booking notes:

- Spaces are allocated on a first come, first serve basis and the event may be fully booked prior to the booking deadline.
- Spaces may need to be capped depending on demand.
- Eligible participants may submit an Event Registration Form through their schools or by registering via the Eventbrite webpage (<http://www.experiencequt.eventbrite.com.au>).

Further information will be provided in early October in order to finalise Event details and confirm your registration.

Please ensure that you and your parent/guardian read this info sheet overleaf and attached documents before registering. By registering to attend this Event, you are agreeing to the conditions contained in this Info Sheet and the Event Terms and Conditions fact sheet.

If you have any questions please contact Nancy Ly, QUT International on 07 3138 2862 or by email brisinternational@qut.edu.au.



Experience QUT Day (International students in Years 11 & 12)

Info Sheet

Date	Monday 16 October 2017 (Pupil Free Day)
Time	<p>The first session will commence promptly at 9.30am. Students should arrive between 9.00am and 9.20am for registration. Each student will receive a QUT bag and program for the day.</p> <p>* After the official program has concluded, an optional half hour campus tour of Kelvin Grove for your students is offered. The optional campus tour must be pre-booked on the registration form so we can arrange appropriate staff. Spaces are strictly limited.</p>
Venue	P block, Level 4, Room 419, Gardens Point campus. A map will be sent to you prior to the day.
Supervision	<p>By registering for and attending this Event, each participant agrees to abide by the Terms and Conditions attached to this Info Sheet, including behaving appropriately at all times and complying with all directions communicated by QUT staff throughout the Event.</p> <p>A Parent/Guardian Consent Form in respect of this Event is attached to this Info Sheet. Participants under the age of 18 must return a signed Consent Form to QUT in order to participate in the Event.</p> <p>If individuals submit their own Registration Form through the Eventbrite webpage, the individual is responsible for obtaining appropriate parental/guardian approval, behaving responsibly and appropriately at all times, and arranging transport to and from QUT.</p> <p>If individuals submit their Registration Form through their school, the school is responsible for obtaining appropriate parental/guardian approvals, student supervision, ensuring appropriate student behaviour, arrival and departure, and transport to and from QUT.</p>
Registrations	<p>Event registrations must be received from eligible participants by the date specified.</p> <p>Eligible participants may either register their own interest in attending by submitting an Event Registration Form through the Eventbrite webpage, or may choose to register through their school on the electronic registration form (Excel spreadsheet) that will be sent to schools by email.</p> <p>Any places on hold without names will be released once the specified deadline has passed, to allow for any waitlisted school groups.</p>
Catering	<p>Morning tea will be provided (one food item and piece of fruit). Students should bring a bottle of water with them on the day, and may also like to bring additional morning tea.</p> <p>Lunch will also be provided to all participants on the day. Please indicate any special dietary requirements on the Registration Form.</p>
Clothing	<p>Due to health and safety requirements, all students must wear enclosed, non-slip footwear. Participation in the Event is conditional on students wearing appropriate footwear. The Event involves light to moderate physical activity.</p> <p>It is at the discretion of the school as to whether students wear their school uniform, although school uniform is preferable to identify students.</p> <p>If your school participates in a campus tour, students should wear a hat and sunscreen. An umbrella/rain jacket to be brought along in wet weather.</p>
Parking	A limited number of complimentary car parking spaces for school staff may be available with prior arrangement at least two weeks prior to the event. If you require parking please include requirements on the registration form.
Photography	Please be advised that photographs will be taken at the event and may be used on the QUT website, QUT marketing materials, and other university publications. By entering the event premises, you consent to the University photographing and using your image and likeness. However, if you do not wish to have your photograph taken and/or used in QUT marketing materials, you can opt-out by emailing brisinternational@qut.edu.au and further instructions will be provided.

Public transport	<p>Gardens Point campus is serviced by trains, buses and ferry. If travelling by train to South Bank station, students can walk across the Goodwill Bridge to Gardens Point campus. If travelling by train to Central Station, students can either walk to Gardens Point campus, or the City Loop bus provides free transport from Central to Gardens Point campus.</p> <p>For assistance with timetables, including the City Loop bus, visit www.translink.com.au or call 13 12 30.</p>
Bus parking	<p>At Gardens Point campus, bus parking may be available in William Street which is just a short walk to the campus. Drivers should check signage to ensure they are legally parked. We cannot guarantee availability of bus parking on these public roads.</p> <p>For further information about bus parking contact Brisbane City Council on 07 3403 8888.</p>

QUEENSLAND UNIVERSITY OF TECHNOLOGY (QUT) QUT INTERNATIONAL

Emergency Contact and Parent/Guardian Consent Form

If you have any questions please contact QUT International on 07 3138 2862 or by email brisinternational@qut.edu.au

Event:	Experience QUT Day – Team Challenge Event <i>(Optional 30 minute Kelvin Grove campus tour with a student ambassador – Spaces are strictly limited and <u>must</u> be pre-booked on the Event Registration Form).</i>
Date and time:	Monday, 16 October 2017 (Pupil Free Day), from 9:00am to 2:30pm AEST
Location:	Queensland University of Technology, Gardens Point campus
Description:	Experience QUT Day is a FREE EVENT and provides an opportunity for international students in Years 11 and 12 to attend QUT’s Gardens Point campus to meet QUT staff, students, and, future university friends, and complete a range of fun and hands-on activities around the campus in the Experience QUT Team Challenge Event .

Participant Details

First name:	
Surname:	
Mobile Phone Number:	
Dietary Requirements: (if applicable)	
Emergency Contact Details	Name: Contact number:

Note: The Team Challenge requires participants to engage in light to moderate physical activity. If you have any health issue/s or disability which may affect your ability to safely participate in the Event, please advise the QUT International Event Coordinator during the Registration session on the day.

I have read and understand all information contained within this information pack and agree to comply with the Event Terms and Conditions and agree to receive communication materials from QUT International

Signature: _____

Date: _____

Parent/Guardian Consent

Participants under the age of 18 must return a signed Consent Form to QUT in order to participate in this Event. Please print and sign this form as appropriate, before emailing a copy to brisinternational@qut.edu.au OR the participant may return the printed form in person during the Registration session at the Event.

*** Parent/Guardian’s consent** (tick appropriate check boxes below):

- I am the Parent/Guardian of the Event Participant named above and I have read and understand the published information regarding the 2017 Experience QUT Day Team Challenge Event, and give my consent for him/her to:
- participate in the Event; and/or
 - attend the optional Kelvin Grove campus tour (*subject to availability at the time of Registration)

Signature of Parent/Guardian: _____

Name of Parent/Guardian (print): _____ Date: _____

<p>Contact information:</p> <p>☎ Home:</p> <p>☎ Work:</p> <p>☎ Mobile:</p> <p>Other:</p> <hr/>

Privacy Notice: The information collected on this form will be dealt with by QUT in accordance with the *Information Privacy Act 2009 (Qld)* and the QUT Information Privacy Policy MOPP F/6.2, available at http://www.mopp.qut.edu.au/F/F_06_02.jsp. The information will be used by QUT staff for the purposes of planning and supervising the Event and may be disclosed to third parties involved in the Event or to health practitioners in the event of an illness or injury.

Reviewed by (office only):

Date:

**‘Team Challenge – Experience QUT Day’ Event
Terms and Conditions
Monday 16 October 2017**

Participation

1. Participating in this Event constitutes an acceptance of these Terms and Conditions.

Eligibility

2. To be eligible to participate in this Event, a participant must:
 - (a) be an international student currently studying Year 11 or 12 at a High school in Australia;
 - (b) if the participant is under the age of 18 years, provide a signed Parent/Guardian Consent Form to QUT. **Participation in this Event is conditional on QUT receiving a signed Parent/Guardian Consent Form for students under 18;**
 - (c) be a registered participant of the Experience QUT Day Team Challenge by fully completing and submitting an event Registration Form, **by no later than Monday 9 October 2017 AEST**; and attend the Experience QUT Day to be held at various locations on QUT’s Gardens Point campus on **Monday 16 October 2017 occurring between 9:00am to 2:30pm AEST. Participants must attend the Registration at P Block, Level 4, Room 419, Gardens Point campus between 9:00am to 9:20am.**
 - (d) be a registered participant of the Experience QUT Day Team Challenge by fully completing and submitting an event Registration Form, **by no later than Monday 9 October 2017 AEST**; and attend the Experience QUT Day to be held at various locations on QUT’s Gardens Point campus on **Monday 16 October 2017 occurring between 9:00am to 2:30pm AEST. Participants must attend the Registration at P Block, Level 4, Room 419, Gardens Point campus between 9:00am to 9:20am.**
3. An **international student** is defined as a student who is **not**:
 - a) a citizen of Australia or New Zealand; or
 - b) an Australian permanent visa holder.
4. **Australian or New Zealand Citizens, Permanent Residents, Current domestic students and employees of QUT are not eligible to enter this Event.**
5. QUT reserves the right to, at any time, verify the eligibility of a participant and to disqualify a participant who does not meet the eligibility requirements set out in these Terms and Conditions. If there is a dispute as to the eligibility of a participant, QUT reserves the right, in its sole discretion to determine the eligibility of a participant.
6. If a participant is under the age of 18 years, he or she must obtain the permission of his or her parent or guardian to participate in the Event.
7. A participant may only submit one event Registration Form for this Event.
8. No responsibility is accepted by QUT for late, lost, or misdirected Registration Forms.
9. Incomplete, indecipherable, or illegible Registration Forms will be deemed invalid.

Prize

10. During the Experience QUT Day, participants have the option to compete in teams of 4 to 6 students in the campus-wide Experience QUT Team Challenge activity.
11. There will be one (1) winning team, and two (2) runner up teams. Each member of the winning team, and the two (2) runner up teams will receive one (1) prize each.
12. QUT will determine the winning team and the runner up teams based on the three teams with the most points earned (as indicated in the ‘Team Passport’) at the conclusion of the Experience QUT Team Challenge activity.
13. In the event that there is a tie, the winning team will be determined by the team that earned the most points AND the first of the tied teams to reach the finish point (P Block, Level 4 foyer).
14. QUT will announce the prize winners on stage at P Block, P6 Terrace, 2 George Street, Brisbane on **16 October 2017 at 1:45pm AEST**. Following the announcements, Prize winners will need to identify themselves to QUT to claim their prize and may be asked to provide proof of identity. Prize winners have up until **5:00pm AEST** on the day of the Event to claim their prize. Unclaimed prizes will be forfeit.
15. The members of the **winning team** of the Experience QUT Team Challenge activity will each win a prize of 1 x RedBalloon voucher, valued at approximately AUD300.00 RRP.
16. The members of the **1st runner up team** of the Experience QUT Team Challenge activity will each win a prize of 1 x RedBalloon voucher, valued at approximately AUD100.00 RRP.
17. The members of the **2nd runner up team** of the Experience QUT Team Challenge activity will each win a prize of 1 x Event Cinema Movie Gift Voucher, valued at approximately AUD50.00 RRP.
18. Prizes are not transferable, refundable, exchangeable and cannot be taken as cash.
19. QUT’s decision as to the prize winners is final and binding, and no correspondence will be entered into in relation to the conduct of the Event, the prize, or otherwise.
20. If a prize is unavailable, QUT, in its absolute discretion, reserves the right to substitute the prize with a prize of similar value and/or specification.

General Terms

21. **Submission of an Event Registration Form will not guarantee the submitter a place in the Event.**
22. Participants **must** (a) adhere to the rules and guidelines contained in the ‘Experience QUT Day Info Sheet’ (available at <https://www.qut.edu.au/international/events/event?news-id=120898>), (b) obtain and provide evidence of all parental/guardian consent (as applicable); and (c) adhere to these Terms and Conditions at all times (including and (b) following all lawful directions of QUT personnel while attending the Event and while on QUT property.

23. QUT accepts no responsibility for failure of technological devices, internet connections or server outages, and/or mobile network outages that may occur in relation to attempts by the participant to (a) submit the event Registration Form; and/or (b) redeem a prize (as applicable).
24. QUT reserves the right, at any time, to verify the validity of entries and participants (including a participant's identity) and to disqualify any participant who submits a Registration Form that is not in accordance with these Terms and Conditions or who tampers with the entry process. Failure by QUT to enforce any of its rights at any stage does not constitute a waiver of those rights.
25. If the use of a prize is subject to the terms and conditions of a third party (including validity period), any issues or dispute in relation to those terms and conditions must be directed to that party and QUT has no responsibility for resolving any such issues or disputes.
26. QUT may, but is not obliged, to take photographs and/or audio-visual recordings at the event and/or publish the results of the Event. Unless otherwise advised by the participant (see Privacy Statement below), by entering this Event, participants provide their consent for QUT to capture, use and store photographic images and/or audio-visual recordings of the event (in which the participant may be identifiable), and/or publish the Participant's name and image in accordance with the Privacy Statement below.
27. If this Event is interfered with in any way or is not capable of being conducted as anticipated by QUT due to any reason beyond the reasonable control of QUT, QUT reserves the right, in its sole discretion, to the fullest extent permitted by the law to (a) disqualify any participant; or (b) modify, suspend, terminate or cancel the Event, as appropriate.
28. Except for any liability that cannot be excluded by law, QUT (including its officers, employees and agents) excludes all liability (including negligence), for any personal injury; or any loss or damage (including loss of opportunity); whether direct, indirect, special or consequential, arising in any way out of the Event, including but not limited to, where arising out of the following: (a) any technical difficulties or equipment malfunction (whether or not under QUT's control); (b) any theft, unauthorised access, or third party interference; (c) any entry or prize claim that is late, lost, altered, damaged, or misdirected (whether or not after their receipt by QUT) due to any reason beyond the control of QUT; (d) any variation in prize value to that stated in these Terms and Conditions (e) any tax liability incurred by a winner or participant; or (f) use of the prize.
29. Each participant indemnifies and keeps indemnified QUT against all claims, losses, damages and expenses suffered by QUT or any third party arising out of the breach of these Terms and Conditions by the participant, the conduct of the participant in the Event or the use of the prizes.
30. The manufacturers or suppliers of the prizes are not participants in, or sponsors of, this Event.

Privacy Statement

Under the *Information Privacy Act 2009* (Qld), QUT must tell participants when it collects personal information about them and how it plans to use it. If a participant chooses to enter or take part in this Event, the participant may be required to provide QUT with personal information such as the participant's name, date of birth, gender, email address, mobile phone number, citizenship or residency status, emergency and/or parent/guardian contact information, and may include the participant being captured in a photographs and/or audio-visual recordings of the Event. QUT may collect and use the participants' personal information (which may include a photograph and/or audio-visual recording in which participants may be identifiable) in order to (a) conduct and administer the Event; and may be used (b) to send information and future promotional communications to the participant on selected topics. If a participant would prefer that QUT does not use the participant's details or capture the individual in photographs and/or audio-visual recordings of the event, in the way outlined in the Terms and Conditions, the participant should contact QUT at brisinternational@qut.edu.au. A request to access, update or correct any information should be directed to QUT.

"Promoter" or "QUT" means Queensland University of Technology, 2 George Street, Brisbane, QLD, 4001. ABN 83 791 724 622.



QUT is committed to providing a safe and healthy work environment, including for visitors spending time on a QUT campus in an unremunerated capacity e.g. attending a meeting or event, participating in a QUT sponsored activity, guest speaker or the public attending a private event. This information may be provided to visitors before they enter the university so they are aware of key Health, Safety and Environment (HSE) arrangements, requirements, and the unique circumstances posed by the university environment.

BEFORE YOU ARRIVE ON CAMPUS

Liaise with your QUT contact to discuss and plan the scope of the activities and any location specific requirements. This includes discussion of required HSE controls, QUT systems that must be followed.

SAFETY ON CAMPUS

QUT is open to staff, students and the general public 24 hours a day, 7 days a week. Public safety and security needs to be ensured at all times.

All visitors have an obligation to follow safe practices, to avoid actions which may harm themselves or others and to report hazards to the campus contact in the work environment.

BEHAVIOUR ON CAMPUS

As a university, QUT encourages open debate and freedom of speech and recognises the rights of individuals to express their views on matters of public interest.

At the same time, the university takes seriously its obligation to provide a safe environment for students, staff and visitors to its campuses. Offensive behaviour, language, discrimination or harassment of any type, is not acceptable under any situation on any of the university's campuses.

SIGNAGE



Safety signs are displayed around the university to notify people of safety hazards, provide safety information, PPE requirements and in particular, identify specific risk areas or activities.

POLICY ON USE OF ALCOHOL

QUT is committed to combating problems arising from alcohol use and to providing the community with model behaviours as an employer and an educator.

The bringing, keeping or consuming of alcohol on any University site must be in accordance with the requirements of the *Liquor Act 1992 (Qld)* and relevant University regulations, and will be effectively policed by Campus Coordinators or their delegates.

ANIMALS – DOMESTIC OR NATIVE

Domestic animals, including dogs and cats, are not to be brought onto University grounds. Assistance dogs accompanying people with disabilities are permitted. Native animals or birds are not to be fed.

CHILDREN ON CAMPUS

Children must be supervised at all times (the responsibility of the carer) while on campus and must not be allowed to interfere with the work or study responsibilities of staff or students. Children must not be taken into high risk working environments, including laboratories and workshops.

The university reserves the right to direct the removal of a child or children from a campus in specific circumstances.

SMOKE-FREE QUT

Smoking is prohibited on all QUT premises. Smokers are required to follow directions given by authorised QUT staff and security personnel in regard to the implementation of the university's policy on smoking.



ACCESS AND ENTRY REQUIREMENTS

Before arriving on campus, confirm your intended arrangements with your contact so building access can be arranged. Note: Some spaces, such as laboratories or workshops, will require additional induction to be completed prior to entry.

At times, work needs to be done in occupied areas, or areas adjacent to this, where staff, students, and others continue to work or study. Where the nature of work may impact others (e.g., noise, dust, vibration, odours), you must liaise with the QUT contact before entering the area to determine if the activity/visit can safely proceed or alternative arrangements need to be made (i.e. schedule out of hours).

LABORATORY AND TECHNICAL SPACES



The nature of university learning and research activities can be unique, and visitors may face unfamiliar hazards.

Chemical laboratories contain substances which may be explosive, flammable, carcinogenic, toxic, or have harmful health effects. In addition, some laboratories, clinics or research facilities contain lasers, strong electromagnetic fields, radioactive material and various biohazards.

Before entering these areas, your QUT contact must arrange a specific induction or instructions for entry. Do not enter any laboratory or technical facility without proper authorisation.

INCIDENT AND HAZARD REPORTING

If you identify a hazard or situation which may impact the safety of yourself or others, please notify your QUT contact.



Any incident involving university staff, students, visitors, contractors, consultants and members of the public, or causes damage to university property, must be reported to your QUT contact immediately.

VEHICLES ON CAMPUS

Parking is limited on university campuses. All visitor vehicles must display a current valid parking permit on the windscreen whilst parked on campus.

Staff and students move around our campuses across the day. Vigilance and constant awareness is required when driving vehicles on and around campus. Limit your vehicle speed when on campus to 10km/hr, and be prepared for the unexpected.

ENVIRONMENT

With your help we create pleasant and functional workspaces that have a relatively low carbon footprint. We aim to:

- reduce energy use and our carbon footprint
- decrease the amount of waste generated
- increase the proportion of waste we recycle
- use water carefully
- prevent pollution
- purchase low impact goods and services, only when needed
- lessen travel impacts
- continually improve our environmental performance.

FURTHER INFORMATION

For further details or clarification regarding the information included in this HSE induction summary, please liaise with your QUT contact.

EMERGENCY MANAGEMENT

QUT has established emergency processes to prepare for, and respond to an emergency.



Wardens are located in all QUT buildings, and are identified in an emergency by wearing coloured helmet and vest. In an emergency or drill, you are required to follow their instructions, along with QUT Security Officers, and emergency personnel.

Evacuation signs are located in all QUT buildings identifying the location of firefighting equipment, manual call points, evacuation routes and exits, and assembly points. Manual call points (Break Glass Box) and fire extinguishers are located within all buildings.

FIRE DETECTION EQUIPMENT OR SYSTEMS MUST NOT BE ISOLATED BY VISITORS.

At QUT, there are two standard responses in the event of an emergency:

SHELTER IN PLACE: enacted when an external emergency situation (e.g. weather event) sees it safer to stay inside the building. Wardens will advise of this situation, stay calm, and remain inside the building. You will be advised when the situation has passed.

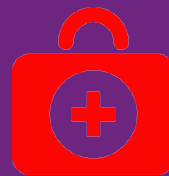
EVACUATION: the most common response to an emergency. In most QUT buildings, audible alarms will sound (otherwise wardens will direct as required), with two distinct tones:

1 WARNING TONE: BEEP, BEEP, BEEP. Stop your activities, turn off equipment, and prepare to be evacuated, but do not leave until advised.

2 EVACUATE TONE: WHOOP, WHOOP, WHOOP. Immediately evacuate the building via the signed exits, and proceed to the nominated assembly area and follow instructions of wardens, QUT Security and Emergency Personnel.



FIRST AID AND MEDICAL EMERGENCIES



In a medical emergency, call "000" then notify QUT Security on 3138 8888.

QUT provides Automated External Defibrillators (AEDs) at various locations around campus. First aid personnel and facilities are also available throughout our campuses.