

# Pymble Institute

## The following information will assist in planning a face-to-face visit to Pymble Ladies' College for the student research conference on 17 May 2022

### Location:

Gillian Moore Centre for Performing Arts (GMCPA), Pymble Ladies' College, Avon Road, Pymble. The College is located close to Pymble Station. Allow ten minutes to walk to the venue from the station. Signage will indicate the location of the GMCPA.

For parking, enter via Gate 3, Avon Road, and park in the undercover car park. For drop-offs and pick-ups, enter via Gate 1 and take the lower road to the GMCPA. Drop off near the 'Pymble Girl' statue and flagpoles. This is an ideal pick-up location for parents to collect their children at the close of the conference.

A map of the College has been provided. Please ensure students and parents attending have a copy, as well as teachers.

### Movement on campus:

Visiting students and teachers are requested to remain within the GMCPA for the duration of the conference, unless with a *Pymble* staff member. Bathrooms are located in the GMCPA foyer.

### What to wear:

Visiting students should wear their school uniforms.

### Times:

The conference commences at 5.00pm. Please arrive from 4.30pm and make your way to the GMCPA for registration and pre-conference activities. Name tags will be issued.

The conference concludes at 7.30pm. Students staying for the pizza picnic networking dinner will remain in the GMCPA foyer.

*Pymble* staff will walk visiting students and teachers in two directions, as required (at 7.30pm and at 8.00pm), to the undercover car park and to the Flagpole to meet parents. *Pymble* staff will remain with unaccompanied waiting students from other schools until 8.10pm and then bring students to the GMCPA or to Campus Security for collection by late arriving parents. Students will be asked to phone their parents to confirm the pick-up location if it is not the one pre-planned.

### Leaving early or arriving late:

The registration desk will be staffed through the conference for assistance. It is the responsibility of parents and teachers of visiting students to communicate with students about meeting places. *Pymble* staff will assist where possible.

**Visit** Avon Road Pymble NSW 2073 Australia

**Mail** PO Box 136 North Ryde BC NSW 1670 Australia

**Telephone** +61 2 9855 7799

**Email** [pymbleinstitute@pymblelc.nsw.edu.au](mailto:pymbleinstitute@pymblelc.nsw.edu.au)

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## **What to bring:**

Students can store school bags in the GMCPA foyer. Students do not need to bring anything, but a notebook or computer will be helpful for taking notes.

## **Food and drink:**

Snacks and drinks will be available in arrival in the GMCPA foyer. For those attending the pizza picnic, pre-ordered pizza, drink and ice cream will be delivered to the foyer. Dinner orders must be placed before 12 May. Students with allergies are asked to advise the organisers of special needs or alternatives.

## **COVID safety information:**

Please do not attend the face-to-face event if you are unwell. The live-stream link will be made available to you. Refunds for the pizza dinner are available up until 12 May.

We ask all participants to adhere to College guidelines requiring the wearing of masks, if this is required or recommended at the time of the event. Hand sanitiser will be provided and other precautions will be in place, including social distancing.

## **First Aid:**

College staff, including the Security team, will provide first aid, if required.

## **Emergencies and information on the night:**

To get a message to someone at the event, phone Director – Pymble *Institute*, Sarah Loch, on +61 455 022 839.

The College Security team will assist in the event of an emergency.

## **Access needs, assistance and further information for schools:**

Contact Patrice Rodrigues ([prodrigues@pymblelc.nsw.edu.au](mailto:prodrigues@pymblelc.nsw.edu.au))