

FREQUENTLY ASKED QUESTIONS

1. Why was the venue chosen?

Part of the conference committee's role is to keep the cost of the conference down so that registration fees are affordable to all. The venue was chosen due to its many positive features, some of which are:

- Value for money
- Ample parking
- Easy access from North / South / East / West of Brisbane
- Size of venue
- Enough break out rooms for workshops

2. How do I get the workshop of my choice?

The on-line registration form indicates which workshops are booked out. Preferences are no longer required. You are booked into the workshop you register for on-line. To have a better chance of being allocated your first choice register on-line early. ECTA Members receive a link to the on-line registration form via a personal email, two weeks before registrations open to the public via the website. Popular workshops fill fast!!

3. Why is it important to only attend my allocated Masterclasses or Workshops?

- To respect those who were allocated a place in the Masterclass/Workshop
- To alleviate pressure on the presenter
- Participants allocated a place in the workshop miss out on handouts and chairs
- To spread numbers evenly across workshops
- For record keeping and if PD certificate verification is required
- Participants need to sign the attendance sheets inside each workshop room.

4. Can we have tables and chairs for break times?

Space and cost are prohibitive. Also this is a time for networking with other delegates, viewing displays and attending the optional forums – sitting at tables may restrict this.

Tables and chairs are now available on the verandah of the Applied Design building, which is behind the Coleman Centre, and benches are available around the pool.

5. How do I become involved in the ECTA conference coordinating committee?

This conference only comes about due to the dedication of a small group of Early Childhood Professionals, from various sectors, eg Child Care, Kindergarten, Prep, Primary, School Age Care & TAFE, who meet monthly after work.

If you would like to know more about the committee or how to join we would love to hear from you.

Contact us via –

Email - info@ecta.org.au

Phone – 0418 157 280

Fax – 07 5481 1148

6. What is Session 3 (1.50pm – 2.50pm)?

Session 3 (After - lunch sessions) consist of five options that offer opportunities for networking in your relevant field. There is no registration required for these sessions. Just join in!

7. Do I need to keep a copy of the conference program?

This allows you to have proof of your attendance at the conference in conjunction with your Certificate.

Some workplaces need you to keep a professional development portfolio and it can also be included in your resume.

8. How do I receive ECTA publications?

Only current financial ECTA members receive these ECTA publications- (Journal, DVD's and E News).

To become a member visit the Website or sign up at the ECTA Stand on the day of the conference.

9. Can we receive copies of conference notes and power point slides?

Some speakers may choose to provide participants with their own notes on the day. All speakers provide ECTA with a workshop article that is published in an ECTA journal. **The journal is only available to ECTA members.** Some speakers provide ECTA with their power point slides and these can be accessed through the **Members Only** section of the web-site.

10. Can the conference be extended to 2 days or to a larger venue?

The workload for volunteers would be too great and the added expense would inhibit many people from attending.

11. How do I complete an Evaluation Form of the conference?

Conference evaluation forms are accessed online. The week after the conference you will be sent an email which will contain a link to the online evaluation form. Follow the link and fill in the questions and submit online. There will be a random prize draw of 1 x 2011 Conference Registration refund for those who submit an online evaluation. You can also email us with any suggestions you may have regarding the conference.

12. Where is my certificate?

Your certificate will be accessed online. An email containing a link to your personalised certificate will be sent the week after the conference to the email address submitted during registration. When you click onto the link in the email it will open your certificate (PDF document). The personal certificate will contain your name and the presentations you attended.

Please Note: Only presentations you are registered for and have signed the participation sheet (in the room) will be listed on the certificate. Presentations you are not registered for will not be included – even if you sign into them. A link to the downloadable Acrobat Reader PDF program will come with the email.