# Department of Education and Training

# Higher Education and Skills Group

# Participation Branch Memo: *2018 / June / 4*

**TO: Learn Local organisations - *ALL or RTOs only***

 **Adult Education Institutions**

 **Learn Local Stakeholders**

 **Participation Branch Staff**

**FROM:** Ryan Collins, Director - Participation Branch

**DATE:** 4 June 2018

**SUBJECT:** Calling for expressions of interest 2018 Victorian Learn Local Awards and Conference

## Actions / Critical Dates:

* Expressions of interest to quote for Victorian Learn Local Awards: Event theming - table and stage decorations, and ceremony entertainment.
* Expressions of Interest for Presenters and Expo Stands at the Learn Local Conference.
* Expressions of Interest close on Tuesday, 19 June 2018.
* Save the Date – Learn Local Conference 30 and 31 August.

The 2018 Victorian Learn Local Awards presentation ceremony will be held on Thursday, 30 August 2018 from approximately 6.30pm to 10.30pm at the Pullman Hotel Albert Park. The Awards showcase the valuable work and significant contribution of Learn Local organisations, and the presentation event is an opportunity for us all to come together and celebrate our achievements.

## Expressions of interest – Event Theming - Table and Stage Decorations

We are also seeking expressions of interest from Learn Local organisations with the capacity to provide decorative table centrepieces and a matching stage piece to feature on the main stage.

We anticipate there will be approx. 40 tables at the event and your organisation will need to be able to provide the following:

* 40 x decorative table centrepieces (appropriate size - doesn’t affect guest sight lines to the stage)
* 1 x matching decorative stage piece
* In line with the [2018 Learn Local Awards branding / colours](http://www.education.vic.gov.au/Documents/about/awards/LLflyer2018.pdf)
* Set up prior to and removed post event
* Non-weighted balloons, confetti, smoke or haze producing items not permitted

If your organisation has the capacity to provide/manage all of the above elements and you are interested in submitting a quote for this event, please email learnlocal@edumail.vic.gov.au by Tuesday, 19 June 2018.

For any queries, please contact Louisa Harrington via learnlocal@edumail.vic.gov.au.

## Expressions of interest – Entertainment

We are also seeking expressions of interest from Learn Local organisations able to provide entertainment for the 2018 Awards event. It can be musical or artistic in nature and suitable for ceremony entertainment (ie. small performance group, solo artist, roving entertainers, etc). The entertainment should be self-sufficient in terms of the set up/pack down and operation of any equipment including instruments, etc.

If your organisation has the capacity to provide suitable entertainers/performers and you are interested in submitting a concept and quote for this event, please email learnlocal@edumail.vic.gov.au by Tuesday, 19 June 2018.

For any queries, please contact Louisa Harrington via learnlocal@edumail.vic.gov.au.

**Expressions of interest – Presenters and Expo**

We are seeking expressions of interest from Learn Local organisations that want to share their knowledge and learnings as presenters at the 2018 conference. There will also be an exciting opportunity to take part in the 2018 Learn local Expo which will be taking place in the foyer during the conference. Please email learnlocal@edumail.vic.gov.au to register your interest.

For any queries, please contact Brad Lowry via learnlocal@edumail.vic.gov.au.

## Save the date - Learn Local Conference August 2018!

Please hold **Thursday 30** and **Friday 31 August** in your diaries for an exciting and engaging conference in Melbourne.

The Conference **Learn Local: Learning Together** will support and develop the work of Learn Locals beyond 2018.

Get in early and save by securing a discount rate on accommodation via this link: [Pullman](https://pullmanalbertpk.eventsair.com/2018-learn-local-conference/accommodation/Site/Register) Accommodation

Places will be limited to 200 and every effort will be made to ensure that as many Learn Local organisations as possible are represented.