

# OPEN DAY EVENT GUIDE

CAIRNS OPEN DAY- SUNDAY 20 AUGUST 2017

## ABOUT OPEN DAY

Open Day is the one day of the year where James Cook University opens its doors to members of the general public. It's a great event for people who are interested in starting, changing or furthering their career, or just curious about what is happening at their local university.

Open Day is the University's main marketing and recruitment event for the year. It is a great opportunity for all areas within our university to showcase what they have to offer future students. Without students we wouldn't be the successful University we are today.

Each year at Open Day we usually see about 3,000 + visitors come through our Cairns Campus.

## EVENT DATE/TIME

Sunday 7 August, 11am-3pm

McGregor Road, Smithfield

## OPEN DAY PROGRAM

We encourage all staff attending the event to familiarise themselves with the attached program so that they can provide guests the best Open Day experience possible, and assist with any general questions.

If you have any further questions about the program please don't hesitate to contact the events team prior to Open Day.

## EVENT LAYOUT

As per last year the Central Open Day Precinct is located in Founders green and out the front of building A1. This is where you will find the Central Information Marquee

Surrounding the 'Information Marquee' will be a range of displays and activities from Colleges, university service areas and other groups/clubs. More details on activities are listed in the program.

## SET UP & PACK DOWN

All equipment that was pre-ordered with the Events Team will be in each allocated area on the morning of the event. Each area is then responsible for setting up and packing down of their display/s.

Set-up times: 8am-10.30am

Pack-down times: 3pm-4.30pm

We ask that all displays are ready to operate by 10.30am.

## STAFF REGISTRATION

All staff members and students working on the day must register their attendance by visiting Building 5 otherwise known as the Central Lecture Theatre prior to starting. Registration will be opened from **8am**. In this room staff will:

- Sign into Open Day
- Receive an Open Day T-shirt (first in best dressed)
- Receive an Open Day snack pack (various snacks and a bottle of water)
- A sunscreen station will be available to slip, slop, slap

Open Day T-shirts are a case of first in first served. We have limited stock. The shirts are the same as per last year, so we encourage staff to bring their shirts along from last year if they still have them.

## WHAT TO WEAR

We encourage you to wear comfortable closed in shoes. Pants, jeans or knee-length shorts with your JCU Open day shirt. If you have a JCU polo at home which most of us do, please bring it along just in case there are no Open Day shirts available when you arrive. Open Day T-shirts are a case of first in first served. The shirts are the same orange colour as per last year, so we encourage staff to bring their shirts along from last year if they still have them. We have only ordered a top-up quantity of shirts as majority of staff should still have theirs from last year. We also recommend that you bring a hat.

## FOOD OPTIONS

All JCU staff working on Open Day will have access to a free sausage sizzle provided by the JCUSA. They will have some vegetarian options available. However if you wish to try out some other food options during the day we have a couple of food outlets that will be present on the day including:

- D'Lish Cafe
- Apex Milk Bar
- Krishna's Kitchen
- Designer Doughnuts
- Frenchies Patisserie
- The Coffee Guy

Most operators will accept Eftpos but it might be beneficial to take some cash along with you.

## STAFF PARKING

We ask that all staff and students working at Open Day to park at either the Dentistry or Library carparks to free up all the main parking areas for our visitors. There will be five designated disability carparks in the carpark near the old bus stop for staff or visitors that may require them.

## FIRST AID

If at any stage during the event you or someone around you requires first aid attention please make yourself known to the staff at St Johns Ambulance, located in front of A3.

If you are not near the main area and are unable to get there please contact JCU Security 0419 677 874.

## RISK ASSESSMENTS & EQUIPMENT TESTING

Each area must complete a risk assessment for any interactive activities or displays they are running on open day. If you require assistance with this please don't hesitate to contact the WHS team.

Please ensure that all your equipment is tag and tested before open day. You can have this done by contacting the estates office. The estates office will provide extension leads and power boards should you require them.

## IN THE CASE OF AN EMERGENCY

In the case of a life threatening medical emergency please call 000. Once you have called 000 please notify the Event Coordinator of the incident asap.

If the incident is not life threatening, please contact the Event Coordinator and follow their direction.

For any other emergencies that may arise throughout the day please contact the event coordinator and follow their direction.

## WET WEATHER CONTINGENCY PLAN

In the case of torrential rain or extreme weather conditions the event will be cancelled. If the event is cancelled before the start time an email will be sent to all Open Day Coordinators in each area for them to distribute this information to all staff in their areas. Also listen to Hot FM as they will notify people if the event is cancelled.

## NEW INITIATIVES TO THIS YEAR'S OPENDAY

- **Launch of the JCU Open Day App** – This will be available to download as of next week. It will be available to download for free at iOS and Android stores. It will have the program, presentation schedules, maps and more.
- **"My Career Rules" mini presentation series** – it's going to be a battle as to which Career rules. Who can sell their course better in 5mins? We shall find out on the day. Presentation will be held on the stage outside building A1.
- **Cairns City Campus Bus Tours** – This year we are running two tours into our City campus on Shields Street. Tours will depart at 12pm and 1pm from the tours marquee near the inflatable arch.
- **MC** – This year we have introduced an entertainment stage where we will have a variety of performances taking place. We will also have an MC for the event this year, they will be spruiking the various activities and presentations that will be happening throughout the day.

## GENERAL INFORMATION

If at any stage during the day a visitor approaches you with a question that you are not sure of, please direct them to the Information marquee located at the front of the campus. If you have time, it would be a nice gesture to accompany them to the marquee.

## MESSAGING FOR FRONTLINE STAFF RESPONDING TO QUERIES REGARDING AUSTRALIAN HUMAN RIGHTS COMMISSION SURVEY RESULTS

- Australia's universities commissioned the independent Australian Human Rights Commission to conduct the largest-ever national survey of university students on these issues, as part of the Respect. Now. Always. Initiative. (The initiative seeks to prevent, and better respond to survivors of sexual assault and sexual harassment for the benefit of our whole community and society.)
- Universities Australia commissioned this survey because the sector needed to know what more can be done to prevent sexual assault and sexual harassment, and to improve support.
- No one should experience sexual assault or sexual harassment, and violence of any kind is unacceptable.
- I want you to know there is no greater priority for JCU than the safety and security of our students and staff.
- We understand that the results of the survey, for JCU and other universities, will be distressing for staff and students, as well as the wider community.
- I want to assure you that JCU is focused on implementing strong and effective responses to sexual harassment and sexual assault, and fostering a culture of respect, inclusion and safety for all.
- We have a wide range of initiatives in place to prevent sexual assault and sexual harassment, and to support survivors. These include safety programs, prevention and education initiatives, and counselling and support services.

Details of these initiatives include:

- improving the University's reporting procedures for incidents of sexual assault or sexual harassment;
- increasing training for frontline staff who directly deal with students, explaining JCU's commitment to a safe and respectful culture, and how to report incidents and refer students to support services;
- increasing by nearly five-fold the number of Equity Contact Officers, who are the first point of contact for staff and students who experience any form of bullying, discrimination or harassment;
- Improving access to information for staff and students, with the launch of the [Safety and Wellbeing](#) website,
- and reviewing the physical security of our campuses to enhance safety.
- We have also revised the University's Discrimination, Harassment and Bullying Policy, providing clearer guidance on acceptable behaviour, issues of consent, and procedures for making a complaint.
- And we are working closely with the JCU Student Association, particularly student advocates, to ensure students are supported when reporting an incident.

But we know there is always more we can do to support students who have experienced violence, including sexual assault, and to address the causes of sexual violence.

We will examine the survey's findings to see what more we can do to prevent sexual assault and harassment, and to support students when they seek help.

Students or staff who need immediate support are encouraged to call 1800RESPECT (1800 737 732). This line is available 24/7 and is staffed by qualified counsellors.

Or visit JCU's Safety and Wellbeing webpage: <http://www.jcu.edu.au/safety-and-wellbeing>

## KEY EVENT CONTACTS

Name	Role	Contact Number
Kiara Cantamessa	Event Coordinator	0419 547 797
Nicole Hawker	Event Assistant	0429 314 571
Cameron Murphy	Events Assistant	0429 173 616
Toni Baker	Manager, Campaigns & Events	0409 566 178
WHS Rep & Fire Warden	Kara Carless	07 4232 1219/ 0419 726 863
Estate office	Peter Sonntag	0417 563 740
	Phill Smith	0409 886 051
IT Support		07 4232 1062
JCU Security		0419 677 874
Ben Crowley	Open Day Coordinator for the College of Public Health, Medical & Veterinary Sciences	07 4781 3163 0455 859 925
Alex MacGregor	Open Day Coordinator for the College of Healthcare Sciences	07 4232 1209 0427 503 717
Alex MacGregor	Open Day Coordinator for the College of Medicine and Dentistry	07 4232 1209 0427 503 717
Jodie Derrick	Open Day Coordinator for the College of Business, Law & Governance	07 4781 5641/ 0438 755 326
Wendy Cahill Ryan Daniel	Open Day Coordinator for the College of Arts, Society & Education	07 4232 1498/0418 575 433
Jeremy Vanderwal Shelley Christie	Open Day Coordinator for the College of Science & Engineering	07 4781 5570 07 4781 4435/0407 407 383

Open Day Coordinator Briefing Consent.

I..... have read and understand the following Open Day induction document. As an Open Day coordinator I will pass this information onto my colleges in my area. I have also read and understood the general risk assessment that the Events team have provided and am aware of the ones that have been completed on behalf of my College

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Signature