

Thanks for booking into the Australian Museum's Science in the City!

This guide is designed to help you and your students enjoy your time at the Australian Museum's Science in the City and answer any questions you may have. If there is any additional information you need please don't hesitate to get in contact with us using the details on the following page.

Before your visit

Your itinerary lists each of the activities you have booked for your school group.

To make sure you get to all your activities on time, please check when you are required to move to another venue and identify appropriate break times. If you are unsure where a venue is, you can always ask one of the Science in the City yellow shirted volunteers or a member of the Museum staff. You can download an event specific map here:

<http://australianmuseum.net.au/science-festival-resources>.

There are no cloak rooms or other facilities available for students' backpacks during the event. Please ask your students to bring only a small bag for their food and drink.

Please feel free to let us know if students have any access or inclusion requirements.

(a) Accompanying teacher contact details

Please ensure you send us the names and mobile numbers of the teachers and the names of their associated student groups who are coming to the Festival by **26 July**.

This helps us contact teachers in case there is a sudden change in programming and reunite any lost students with their class groups. All contact information will stay confidential and will not be used for anything external to the Science in the City or for any other reasons than those outlined above.

(b) Media permission forms

We require one of the following two media forms to be completed;

- If your school has an **overarching media policy** for students, we only require a signed copy of the **Principal's Acknowledgment Form**.
- If your school **does not have a media policy**, we require the guardians of individual students to complete the **Student Guardian Permission Forms**.

Forms can be downloaded at <http://australianmuseum.net.au/science-festival-resources>.

Students who have not completed the media form, or who do not have permission to be photographed will be given a sticker on the day so Science in the City media staff can identify them.

During your visit

(a) WH&S:

When moving about please ensure that you, the accompanying staff, and the students:

- Report anything dangerous that you see to event staff
- Walk, don't run
- Stay behind protective barriers at all times
- Avoid blocking walkways and passageways
- Speak respectfully to others

(b) Lost students

The designated meeting point is by the Expo pavilion entry into Hyde Park South. Please tell students, if separated or lost, to go to this area and speak to someone in a Science in the City Shirt (yellow or orange), an Australian Museum admissions staff member or a security guard. We will be able to ensure groups are reunited.

(c) Lunch

We encourage groups to eat their lunch across the road either in Hyde Park, or Cook and Philip Park. For students who require wheelchair access, Cook and Philip Park is the best option.

There are no catering facilities on site, so we ask that students to bring their own lunch, snacks and drinking water in a small bag. Food and drinks are to be consumed in designated areas only, and all rubbish is to go in the bins provided.

In the event of wet weather, Australian Museum staff will advise where you can have lunch.

(d) Wet weather

The event will take place regardless of the weather. As the walk to Sydney Grammar theatre and the PCYC is open to the elements, we strongly recommend that all students attending those venues come with a raincoat and protective clothing for sun, as well as sturdy walking shoes.

After your visit

(a) Evaluations

Evaluation forms will be handed to you on your arrival. We're keen to hear your and your students' thoughts about the day so we can keep running the event and make it even better for students and teachers alike. You can fill these in onsite and hand them to a Science in the City yellow-shirted volunteer or a member of the Museum staff. Alternatively, scanned copies can be emailed to the team at the below email address.

Thank you for your support and see you soon!

Catherine, Geoff, and Ashleigh
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