

## Principals and Business Managers' Conference Information Sheet

The 2021 EREA Principals and Business Managers' Conference is taking a different form this year. It will be a combined conference and will take place in Brisbane at Royal on the Park from Wednesday 19 May commencing at 11am and finishing at 4.00pm on Friday 21 May.

### Registration

Registration is now open and we invite you to register [here](#). Registrations close on **COB Tuesday 16 March 2021**.

### Receipt of Registration

Please note we will endeavour to acknowledge receipt of all online registrations – if you do not receive acknowledgement of registration prior to the closing date please contact Ann Marie Bolster on 07 3737 6712 E: [annmarie.bolster@erea.edu.au](mailto:annmarie.bolster@erea.edu.au) to ensure you are registered to attend.

### Costs

A Conference fee will be charged to schools as per EREA's usual practice. Schools will be invoiced at the completion of the conference.

Additional expenses not covered such as travel to and from the conference, parking at Royal on the Park Hotel (please note there is a daily charge for parking at Royal on the Park), additional accommodation, meals/catering other than those specified in the Conference Program, and minibar are the responsibility of the delegates and/or their school.

For delegates flying from Perth, EREA will subsidise accommodation for Tuesday 18 May at Royal on the Park, Brisbane.

### Reimbursement

EREA Schools will be reimbursed for airfares up to a maximum of \$500. Once you have booked your flights please arrange with your bursar or business manager to send us a school invoice requesting reimbursement of your flight expense together with a copy of the flight invoice/receipt. These school invoices can be addressed to:

Attention: Khang Nguyen  
Edmund Rice Education Australia  
PO Box 91  
RICHMOND 3121  
Or via email [khang.nguyen@erea.edu.au](mailto:khang.nguyen@erea.edu.au)



## Conference Accommodation

Accommodation has been pre-booked for delegates at the **Royal on the Park Hotel**. Once delegates have advised us of their attendance and accommodation details via registration, we will confirm their room booking at Royal on the Park. In order to ensure a smooth process for accommodation bookings we emphasise that **all** bookings be made directly through Ann Marie Bolster at EREA.

Please note that delegates wishing to stay at Royal on the Park on nights other than the specified nights (ie. Tuesday 18 May (Perth only), Wednesday 19 May, Thursday 20 May, Friday 21 May and Saturday 22 May) will be responsible for paying for these additional nights. You will still need to arrange this accommodation through us via the registration page, however you will be required to pay for them at Royal on the Park upon departure.

## Conference Program

In preparing for this important gathering of leaders, we have been particularly mindful of a number of considerations:

- feedback from previous conferences
- costs incurred by hosting a conference of this nature in Brisbane
- to be outward thinking in terms of our approach towards and structure of the conference
- to strike a balance between theory and practice
- to further promote engagement within this group of leaders and to create opportunities for continuing dialogue across systems and entities.

A program outline and further information will be sent to you closer to the Conference dates. We envisage the conference program to commence on Wednesday 19 May with registration at 11am and to conclude on Friday 21 May at 4.00pm.

Again, we are working towards receiving your registration details, and to send out as much information as possible to you closer to the conference. The EREA Conference App will be available for use prior to the conference.

## Questions

We would ask that you read through all of the material provided very carefully and please do not hesitate to come back to Ann Marie if you have any questions. We will do all that we can to enable this time to be enjoyable and worthwhile. We look forward to welcoming you to Brisbane.