

The Professional Teachers' Council NSW provides support to associations by:

ASSOCIATIONS

- ▶ co-ordinating member responses to reports and submissions from other professional teachers' associations, government and industry;
- ▶ providing opportunities to gain a cross-curricular perspective on educational issues through participation in forums;
- ▶ offering support and guidance to new and existing associations wishing to incorporate or update their constitutions;
- ▶ providing access to information and education networks in New South Wales;
- ▶ circulating media, government, government department and industry inquiries;
- ▶ assisting member association executives to conduct meetings within the governance framework;
- ▶ providing affordable meeting space coupled with competitively priced inservice facilities;
- ▶ offering cost effective administrative and publication services from a central location;
- ▶ providing strategies to improve membership services.

CONTACT



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SERVICES

The Professional Teachers' Council supports member associations...

to enhance the professionalism of teachers and education in New South Wales

SUPPORT SERVICES

- ▶ Advice and assistance in establishing effective governance framework
- ▶ Special event organisation: including conferences, seminars and professional development programs
- ▶ Database development, layout and implementation
- ▶ Promotions and marketing
- ▶ Project management
- ▶ Graphic design – logos, stationery, newsletters, membership forms etc.
- ▶ Publication development – desktop publishing, distribution and sales
- ▶ Meeting and conference planning
- ▶ Speakers and trainers
- ▶ Digital media resources
- ▶ Accounting, bookkeeping and financial reporting
- ▶ Membership database establishment and maintenance
- ▶ Broadcast faxing
- ▶ Printing and photocopying
- ▶ Word processing
- ▶ Archiving
- ▶ Bulk mailouts

CONFERENCE CENTRE

General Information

The Conference Centre is conveniently located in the heart of Norton Street, Leichhardt, in close proximity to the culinary delights of sensational cafes and restaurants. The location on the corner of Norton and Marion Streets is serviced by several public transport routes and parking is available. Limited on-site parking is available for organisers at the conference centre, with entry from Norton Street.

The facilities include a refurbished building with soundproofing and air-conditioning, providing groups with a functional meeting and event facility. The centre's kitchen is available for the preparation of refreshments, or where caterers can provide service to your event. Parking, access and facilities for people with disabilities are available.



Conference Centre Venue

The Conference Centre is suitable for all types of events including:

- ▶ Conferences
- ▶ Staff Development and Training Days
- ▶ Annual General Meetings
- ▶ Meetings and Workshops
- ▶ Seminars and Exhibitions

Ideally suited for meetings and professional training, the Conference Centre has four rooms available for hire. The largest room (Room 1) has a capacity of 80 people in theatre seating. Rooms 2 & 3 can be used as breakout rooms, each with a capacity of 24 people with tables and chairs, or theatre style for 35 people. There is a folding door separating these rooms that can be opened for a larger capacity. Room 4 is suitable for meetings or discussion groups of 4–6 people.

The Conference Centre is part of the Professional Teachers Council (PTC) NSW. The PTC is able to provide assistance in the organisation of conferences, seminars, workshops or inservice events on a cost recovery basis.

Event Hire Package

Each room is resourced with the following standard equipment – whiteboard, overhead projector and screen. A data projector and laptop are available for hire within the facility.

Catering is available on request, with various packages available ranging from arrival refreshments to working lunches through to fully catered menus.

Please note: Conditions do apply to the use of the conference centre, including evidence of a current Public Liability Policy.

To find out more about the facilities or to make a booking, please contact the PTC Conference Centre Secretariat.

Phone 02 9564 3322 Fax 02 9564 2342 Email admin@ptc.nsw.edu.au