



Tēnā koe

Welcome to the Teachers' Refresher Course Committee course for beginners and more advanced users of GIS.

TRCC are delighted to have secured a range of presenters of high quality. The interactive and collaborative course will provide opportunities to extend your knowledge and skills in using GIS effectively with your students.

**Key outcomes are:**

- Learn the basics or enhance your knowledge of GIS
- See examples of student work
- Takeaway ready to use lessons
- Explore where to find data
- How to add and manipulate data
- Collect data using smart phones
- Setup and manage your schools ArcGIS online account

**Pre-Course Survey**

Please complete the [pre-course survey](#) **before Friday 21 September 2018**. This and the post-course Survey will provide the MoE with anonymous data about the outcomes from the course.

**Venue:** Auckland Unitec, [139 Carrington Rd, Mount Albert, Auckland 1025](#)

**Registration/Whakatau**

The mihi whakatau will be at the Unitec Marae at 9am. Please assemble no later than 8:45am outside the **Marae (Gate 3)**. Morning tea will follow afterwards in the wharekai for everyone. Registration will be from 10.30am in **room 182-2104** of the Auckland Unitec on October 1<sup>st</sup> 2018.

**Instructions for the 1<sup>st</sup> Day**

- Make your own way to the Auckland Unitec, Auckland. 139 Carrington Road, Mount Albert. (Gate 3)
- There is some free parking at the Auckland Unitec. There is more parking by Gate 4.
- Registration will take place from 10.30am, in room 182 – 2104

**Catering/Meals, Morning and Afternoon Tea**

- On Monday 1 October 2018, morning tea will be provided after the mihi whakatau.
- All catering will be served in room 182-2104.
- Breakfast will be served from 7am in the Lodge Cafe for the *Live-in participants only* on the Tuesday and Wednesday mornings.
- If you have not indicated you have special dietary requirements, contact TRCC immediately on 0800872211 or [info@trcc.org.nz](mailto:info@trcc.org.nz).

**Evenings**

**Monday 1 October** –4.15pm-6pm, Networking- Drinks and Nibbles -

<http://www.nomadrestaurant.co.nz/> Free evening

**Tuesday 2 October** – Free evening, organised dinner out (sign-up sheets available).

### **Travel and Parking**

**Driving:** For those participants who have received **TRCC travel subsidised places who are driving** - when you register on the first day you will be provided with a travel claim form to fill in and return. **There is some free parking available at the Auckland Unitec, Auckland (Gates 3 & 4) and at the Mount Albert Motor Lodge (live in participants).**

**Flying:** For those participants who are flying, you have either received one of the TRCC travel subsidised places and we have booked your flights or you have booked your own flights. **Please make your own way to the venue.**

### **Shuttles to the airport departing Motor Lodge Hotel on Wednesday 3 October 3pm:**

There will be sign up lists available for **return shuttles to the airport**. The cost of these will be at your expense. To secure your seat please sign up and give \$15 cash to Eseta Fuli.

### **Accommodation**

**Please make your way directly to the Unitec with your baggage. All baggage will be loaded into the course van and dropped off to the Hotel during the day.**

There is a 12 seater van available for those who require transport (5 mins) to the Mt Albert Motor Lodge.

Otherwise you may wish to take the 15 minute walk from the Unitec.

Breakfast is included in your booking for the 2<sup>nd</sup> and 3<sup>rd</sup> October. Breakfast is from 7am onwards at the Lodge Café. Please let the Café know you are with the TRCC group. They will take orders up to the value of \$20.

### **What to Bring**

- Laptop or other device with wireless capability and charger

### **Wifi**

There will be temporary wifi available for the entire duration of the course.

Username: Temp5898

Password: Temp5898

### **Contacts**

Committee members can be identified by coloured name tags. Eseta Fuli and Penny Kinsella (TRCC) will be on site to assist with enquiries. For emergencies only please contact Eseta on 021499257.

### **Smoking**

The Mount Albert Motor Lodge is a smoke free venue. Smokers are asked to leave the premises when lighting up.

TRCC and the Planning Committee are delighted you have chosen to attend this course. Hopefully you will also have time to relax and re-energise for the school term ahead.

We look forward to meeting you all.

### **Empowering Health Education Planning Committee**

Sally Brodie, Nick Page, Nicky Hodson, Claire Thurlow