

ENDEAVOUR: ENGINEERING & IT FOR THE FUTURE

KEY DATES AND IMPORTANT INFORMATION

| SEMESTER 1 | | | | |
|---------------|--|-------------------|-----------------|-------|
| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| WEEK 8 | Project Student Applications Open | | Monday 23 April | |

| SEMESTER 2 | | | | |
|---------------|--|-------------------|-------------------------|-------|
| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| WEEK 2 | Project Student Applications Close | | Friday 3 August, 5pm | |
| WEEK 3 | <p>Endeavour Award applications open</p> <p>All project students participating in Endeavour are eligible to apply for the industry sponsored awards, with the chance to be in the running for a monetary prize. Further details about each award and the application process can be found on the Endeavour website (https://endeavour.unimelb.edu.au/). Once the applications close, applicants will be shortlisted and notified prior to the event day.</p> <p>The award winners will be announced at the Industry Awards Night event, taking place on Thursday 18 October, 6pm – 9pm.</p> | | Monday 6 August, 9am | |

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| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| WEEK 5 | <p>Photoshoot An Endeavour Program Booklet will be created for the event. This booklet will contain a profile of each project group participating in Endeavour. A photo of each group will be included alongside each profile.</p> <p>You project group will be allocated a scheduled time during this week to attend the photoshoot. All group members must be present. Further details will be provided once registration applications close.</p> | | Tuesday 21 August & Friday 24 August | TBC |
| WEEK 5 | <p>Poster Design Workshop This workshop is designed to assist your project team in developing your project poster. This will be a great opportunity for your team to gain some tips and advice about creating an engaging and effective poster that will help to boost your marks. Your group will be required to bring along your project brief, which includes your project title, project description and any other content you are planning to include (e.g. images, diagrams, charts etc.) You can register online for either workshop 1 or 2.</p> | <p>Poster Design Workshop 1 https://bit.ly/2wt9D3X</p> | Tuesday 21 August, 5:30pm – 6:30pm | 107 (A1 Theatre), Old Engineering Building |
| | | <p>Poster Design Workshop 2 https://bit.ly/2wrJeDk</p> | Thursday 23 August, 5:30pm – 6:30pm | 107 (A1 Theatre), Old Engineering Building |
| WEEK 5 | <p>Withdrawal deadline If your project group is no longer able to participate in Endeavour, please email the Endeavour Planning Team immediately at endeavour-mse@unimelb.edu.au</p> | | Friday 24 August, 5pm | |

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| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| WEEK 6 | Risk Management Workshop All groups participating in Endeavour must conduct a risk assessment and submit a completed risk assessment form. This form requires each project group to declare the risks and identify risk management procedures that will ensure that their displays are conducted in a manner that is safe for both the exhibitors and the audience. This workshop is to assist you in gaining a better understanding of risk and the risk matrix, how to conduct your risk assessment and how to fill out the form for your project group. This will be a good opportunity for you to ask questions about areas you are unsure of and ask for advice. | Risk Management Workshop 1 https://bit.ly/2lvsXCm | Tuesday 28 August, 1pm – 2pm | 407 (C1 Theatre), Old Engineering |
| | | Risk Management Workshop 2 https://bit.ly/2lwOURC | Thursday 30 August, 1pm – 2pm | 407 (C1 Theatre), Old Engineering |
| WEEK 7 | Equipment and Software requirements due Program Booklet information due (team members names, project description, project name) The information your group submitted on the registration form will be used as the final confirmation of your requirements. If there are any changes for your equipment/software requirements, or your project group's description, name or team member's names, please notify the Endeavour Planning Team immediately at endeavour-mse@unimelb.edu.au | | Friday 7 September, 5pm | |
| WEEK 9 | Presentation and Networking workshop This workshop follows the Poster Design Workshop, to assist your project group in gaining tips and skills to communicate and 'sell' your project to your audience. | Presentation and Networking Workshop 1 https://bit.ly/2l7lni1 | Tuesday 18 September, 5:30pm – 6:30pm | 107 (A1 Theatre), Old Engineering |
| | | Presentation and Networking Workshop 2 https://bit.ly/2G2XquB | Thursday 20 September, 5:30pm – 6:30pm | 107 (A1 Theatre), Old Engineering |

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| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| MIDSEM BREAK | Endeavour Awards applications closes | | Wednesday 26 September, 5pm | |
| MIDSEM BREAK | <p>Poster design due The Endeavour Planning Team can arrange the printing of your project posters. This is a free of charge service.</p> <p>If you would like the Endeavour planning team to print your project poster, please email your poster to endeavour-mse@unimelb.edu.au by Friday 28 September, 5pm.</p> <p><u>The email subject must be called: ENDEAVOUR POSTER (PROJECT GROUP LEADER FULL NAME)</u></p> <p>Please clearly name the poster file in the following format: <i>Project group leader full name_ Endeavour Project Poster</i></p> <p>Poster format requirements:</p> <ul style="list-style-type: none"> • A0 size (84.1cm x 118.9cm) • Landscape orientation • PDF format • Include the following information: all project group members names, project title, supervisor's name, engineering discipline • 5mm white border around the edge of your poster (this must be included for printing purposes so that none of your poster content is cut off). | | Friday 28 September, 5pm | |

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| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| MIDSEM BREAK | <p>Risk Assessment form due Your project group leader will need to email your group's completed risk assessment form to endeavour-mse@unimelb.edu.au Friday 28 September, 5pm.</p> <p>This form will be reviewed by the Endeavour Planning Team, and will be in contact with your project group leader for further consultation if required.</p> <p><u>The email subject must be called: ENDEAVOUR RISK ASSESSMENT (PROJECT GROUP LEADER FULL NAME)</u></p> <p>Please clearly name the poster file in the following format: <i>Project group leader full name_ Endeavour Risk Assessment</i></p> <p>Form requirements:</p> <ul style="list-style-type: none"> • All project members signatures • Your supervisor's or course coordinator's signature • All pages of the form must be scanned and sent through • Clearly name the file in the following format: <i>Project leader full name_Risk Assessment Form</i> | | Friday 28 September, 5pm | |
| WEEK 10 | <p>Endeavour Project Student Q&A This Q&A session provides the chance for your project group to ask questions about your project requirements, the event day and any other items surrounding Endeavour.</p> | <p>Q&A session 1 https://bit.ly/2Mh8bob</p> | Tue 2 October, 1pm – 2pm | B121 – Malaysian Theatre, MSD |
| | | <p>Q&A session 2 https://bit.ly/2yEcaJD</p> | Thu 4 October, 6pm – 7pm | 102 (Latham Theatre) – Redmond Barry |

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| WEEK 10 | Endeavour Awards – shortlisted award applicants notified | | Wednesday 3 October | |
| WEEK 12 | <p>Project student bump in/testing and tagging</p> <p>All project groups will need to bump in (set up) their exhibition booth on Wednesday 17 October 2018. A bump in schedule will be provided to your group prior to this day. This schedule will have a specific time allocated for your group to access the venue and setting up your booth space. This bump in schedule must be strictly adhered to due to the large volume of project groups and spacing arrangement. If your equipment requires to be tested and tagged, this can be completed on the same day as your group bumps in. Further details will be provided closer to this date.</p> | | Wednesday 17 October | |
| WEEK 12 | <p>Venue walk-through</p> <p>The Endeavour Planning Team will walk you through the venue before it is open for the public. This is a great time for you to familiarise yourself with the venue.</p> | | Wednesday 17 October, time TBC | |

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| Semester Week | Workshop Name | Registration Link | Date/Time | Venue |
| WEEK 12 | <p>ENDEAVOUR EXHIBITION (10am – 4pm) The exhibition will be open to the general public from 10am to 4pm. Your project group leader will need to check in at 9.30am to collect your project group's information pack.</p> <p>There is no expectation that every project group member has to be present at the booth for the entire duration of the exhibition. At a minimum, there needs to be at least one group member present at the booth at all times. There will be a break between 4pm to 5.45pm.</p> | | Thursday 18 October, 10am – 4pm | |
| WEEK 12 | <p>INDUSTRY AWARDS NIGHT (6pm – 9pm) The Industry Awards Night is an exclusive event where industry guests are invited to attend and view the Endeavour Exhibition. The Endeavour Awards will also be presented on this night.</p> <p>Food and drinks will be provided to all guests and project groups attending.</p> | | Thursday 18 October, 6pm – 9pm | |
| WEEK 12 | <p>Project student bump-out All project groups will need to bump out (pack down) their exhibition booth by the end of day Friday 19 October. Bump out times will be provided to your group closer to this date.</p> | | Thursday 18 – Friday 19 October | |