



Endeavour Exhibition

Semester 1, 2024

Risk Workshop

Faculty of
Engineering and
Information
Technology



THE UNIVERSITY OF
MELBOURNE

Risk Management

Risk Management is a key factor in the event planning process. Students are required to submit an exhibition specific risk assessment to the event team.

This risk assessment must be signed by your supervisor. If it does not meet our requirements, you will need to resubmit.

Students need to consider:

- Moving any equipment to and from the exhibition
- Data and privacy risks, particularly IT engineering (i.e. how are they capturing and managing the public's data)
- Public interaction with their exhibit
- Management of chemicals, moving parts, heavy objects, etc. in an exhibition setting
- Power requirements
- Slip, trip and fall hazards

What you need to tell us

The event team must have comprehensive knowledge of your exhibit in order to cater to it from a safety perspective.

We need to know:

- Exactly what you're exhibiting, including its dimensions, its weight, etc.
- How you're getting it to/from the exhibition.
- How much space you need.
- PPE required to handle your exhibit.
- If your exhibit will be moving, especially if it's going on the floor - this requires extra space and possibly crowd barrier.
- How it is cleaned up if it breaks/spills.

Test & Tag

All electrical equipment that is going to be plugged in at the exhibition must be tested & tagged. No exceptions.

Anything not tested and tagged will be unplugged.

All students are required to bring any electrical equipment (including laptop and phone chargers) to Melbourne Connect on Tuesday 21 May to be tested and tagged.

This is at no expense to you.

If your equipment fails, you will need to find an alternative and bring it earlier on the morning of the exhibition to be tested and tagged.

Endeavour Events Team

Email:

endeavour-feit@unimelb.edu.au

All assessment/marketing related enquiries to go to your project supervisors and/or subject coordinators.

Heidi McKerrow

Endeavour Exhibition Event Director

Georgia Knox

Endeavour Exhibition Event Manager

Michelle Ku

Project Student Coordinator

Victoria Buccheri

Endeavour Awards Coordinator

Georjie Stegeman

Volunteer Coordinator

Key Dates

Wednesday, 6 March: Student Information Session

Tuesday 19 March: Student Poster Workshop

Monday, 25 March: Project Registrations Close

Thursday, 28 March: Pitch Workshop

Tuesday, 9 April: Risk Workshop & Student Photoshoot

Friday, 12 April: Sponsored Award Applications Close

Monday, 15 April: Withdrawal Deadline/Final date to make changes

Wednesday, 24 April: Risk Assessments Due

Monday, 29 April: Sponsored Award Shortlist Distributed to Students

Monday, 6 May: Posters Due

Wednesday, 22 May: Event Day

Event Times

Exhibition:

Superfloor, Melbourne Connect

Awards Ceremony:

Science Gallery Melbourne

Student Bump In:

Tuesday 21 May

Wednesday 22 May 2024

11:00pm - 3:30pm AEST:

Endeavour Exhibition open to the public

3:30pm – 5:15pm AEST:

Student Break

5:30pm - 7:30pm AEST:

Industry Viewing (students and invited guests only)

7:30pm - 9:00pm AEST:

Endeavour Awards Night (students and invited guests only)

Exhibition



Project Registration

Registrations Close:

Monday 25 March 2024

Withdrawal date/deadline to submit project and equipment details:

Monday, 15 April 2024

All groups must register to participate in the Endeavour Exhibition.

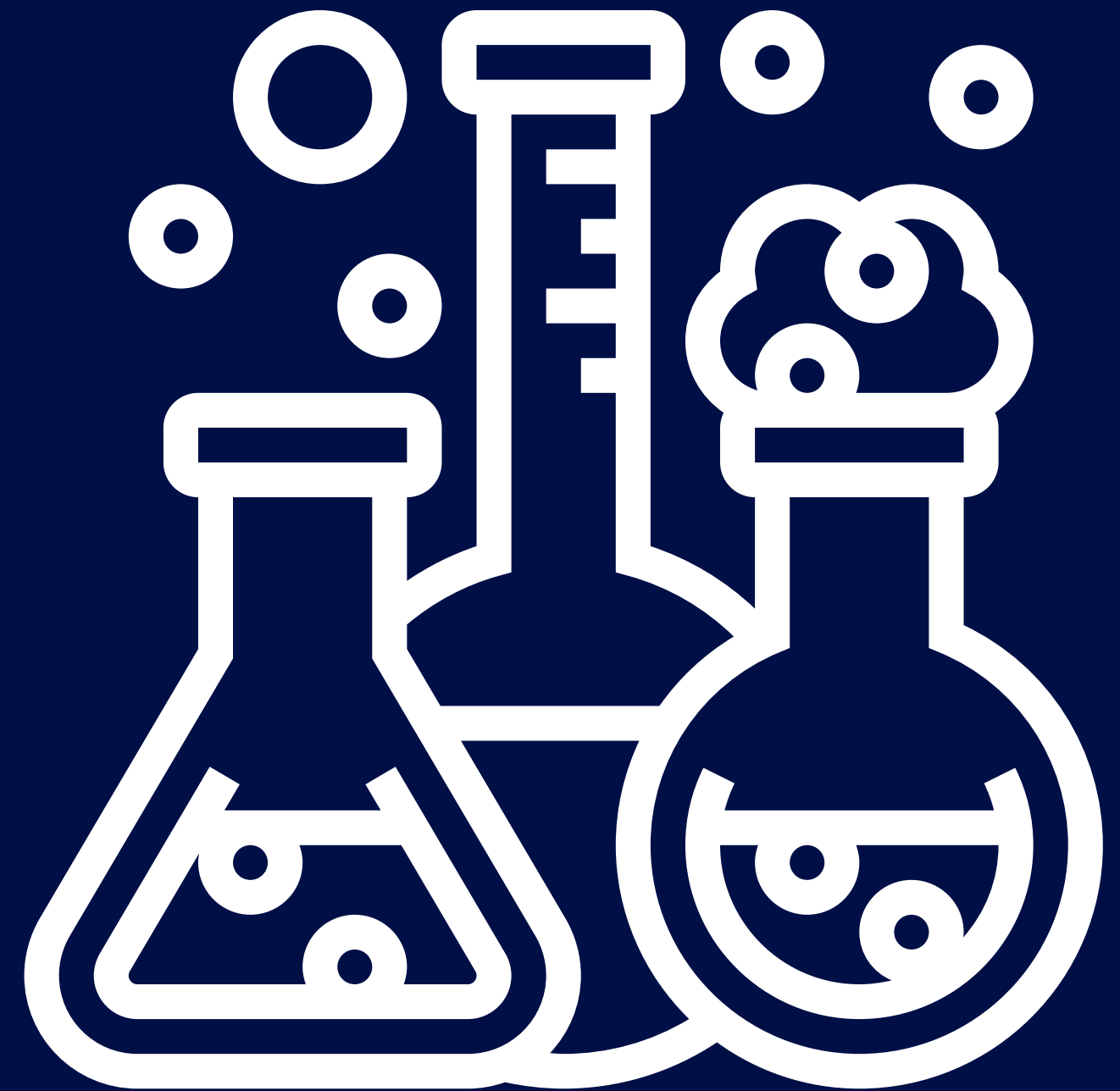
- You need to choose a team leader to be the group's main point of contact and have them fill out the form.
- You can come back and edit details on the form as needed up until the close date.
- Any changes after that can be emailed to the Events Team prior to the withdrawal deadline.

Equipment

JTPM is not responsible for sourcing lab equipment for students.

It is your responsibility to organise what is required for your exhibit.

JTPM will compile the responses from the registration form once it closes and pass it to coordinators.



Awards and Prizes

Best Project in each Discipline:

\$1,000 for each team member of the winning group, \$750 for each team member of the runner up group*

Sponsored Awards:

Telstra: 2 awards, \$10,000 in prize money

Boeing: 1 award, \$5,000 in prize money

People's Choice:

\$2,000 for winner, \$1000 for runner up

*subject to change

Discipline Awards:

- Everyone is in the running
- You won't be told if you're shortlisted

Sponsored Awards:

- Applications are now open
- Chat to your supervisor about which ones best suit your project
- APPLY

People's Choice:

- Students can't vote
- Invite your family and friends along to vote for you on the day

Award and Prizes

Why you should apply:

If the thousands of dollars in prize money isn't enough of an incentive, here are some of the benefits of engaging with industry professionals at Endeavour:

- Making industry contacts with the potential to develop working relationships.
- Insight into what industry are working on and looking for in engineering & IT graduates.
- Potential contract or job offers.
- Demonstrating your work to industry professionals in a supportive setting with help and guidance from supervisors, the events team and UoM Learning Strategists.
- Didn't win? Award applications are excellent practice for pitching your ideas concisely and are stepping stones for grant applications.

Industry Viewing

An exclusive opportunity for invited industry to come along and view the projects and meet the students responsible for them.

Your industry guests must be included on your registration form.

Industry Guests:

- UoM donors and partners
- Any industry partners that students make us aware of
- Melbourne Connect tenants and partners
- IAG list

UoM Guests:

- Coordinators and Supervisors
- Wider FEIT and UoM staff

Stay Up To Date

Student & Supervisor Information:

<https://endeavour.unimelb.edu.au/information-for-student-participants#overview>

Public Endeavour Website:

<https://endeavour.unimelb.edu.au/>

Event Team Email:

endeavour-feit@unimelb.edu.au