

1-7 September 2025



# EVENT HOST TOOLKIT



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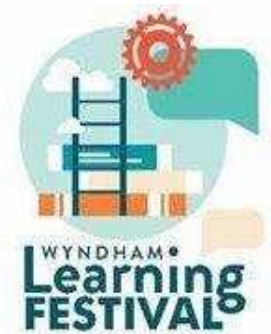
## What is the Wyndham Learning Festival?

[Wyndham Community & Education Centre](#), with commitment and support from [Wyndham City Council](#) and partners, is proud to bring this exciting learning initiative to the community of Wyndham and beyond. The Wyndham Learning Festival (WLF) emerged from Wyndham City Council's [Learning Community Strategy 2018-2023](#) and continues to be at the forefront of the [Learning Community Strategy 2024 -2029](#).

Wyndham is growing fast, and learning is key to building a strong, connected community. The Wyndham Learning Festival is a yearly celebration of lifelong learning, bringing people of all ages and backgrounds together through free events across the city. It's all about making learning fun, accessible, and something everyone can enjoy—whether you're a child, a young adult, or a senior.

Learning opens doors to new opportunities, better health, and a stronger, more adaptable community.

The Festival encourages people to step outside their comfort zones, try new things, and experience the joy of learning in a welcoming and supportive environment.



## Wyndham Learning Festival 2025: A Decade of Discovery

The Wyndham Learning Festival turns 10 in 2025! Running 1-7 September, this year's theme, *A Decade of Discovery*, celebrates a decade of learning, connection, and community growth through a curated mix of in-person and virtual events for all ages.

Over the past ten years, the Festival has sparked curiosity and fostered lifelong learning. This milestone reflects on its impact in Wyndham while embracing future possibilities, highlighting how learning builds resilient, connected communities.

Shaped by community feedback, the program will offer meaningful, relevant experiences. More than a celebration, the Festival keeps learning accessible and exciting, honouring the past and inspiring another decade of discovery.

### 2025 categories include:



## Who can be a WLF event holder?

Anyone can register interest to run a free learning event at the WLF. All events must be free for the duration of the festival and, if in person, be held in Wyndham.

Organisations that have previously participated in the WLF include:

- Individuals
- Interest groups
- Vocational and higher education institutions
- Museums
- Schools
- Businesses
- Community sheds
- Community centres
- Clubs
- Kindergartens and playgroups
- Libraries
- Galleries and art spaces
- Tourism venues

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***“Our community group had a fantastic time preparing and delivering this event as a service to our community to raise awareness about climate solutions that could have a positive impact in our local communities in Australia and across the Pacific Ocean.”- 2023 Event Holder***

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## Why run an event?

Hosting an event at the Wyndham Learning Festival benefits both hosts and attendees. Lifelong learning enhances quality of life, confidence, and growth, while giving community groups a voice and exposing organisations to diverse audiences. It builds skills like leadership, networking, and event planning for hosts, and strengthens community capabilities.

Event ideas include promoting programs, sharing positive practices (e.g., sustainability or healthy lunches), highlighting existing offerings, raising awareness, or celebrating milestones (e.g., new buildings or team achievements).



## Planning a learning event

A successful event—live or virtual—requires careful planning and engaging presentation. Here’s what to consider:

### **Audience & accessibility**

The Wyndham Learning Festival values inclusivity, diversity, and safety, uniting people of all ages—from early years to seniors. When registering, specify your target audience: Early Years, School Years, Young Adults, Adults & Seniors, or Learning for All Ages. While we’ll promote your event via our website and social media, you’re responsible for attracting participants. Join our free June information session for tips on marketing and planning.

Make your event welcoming: ensure step-free access (entryways ideally 1.2m wide) for mobility aids, consider Auslan interpretation (see [Auslan Signbank](#)), and adapt materials for visually impaired attendees (check [IncludeAbility](#) and [ADCET - Australian Disability Clearinghouse on Education and Training](#)).

**Note:** A current Working with Children Check is required for presenters if children may attend.



## Define your objective

The Wyndham Learning Festival (WLF) is a platform to showcase learning opportunities from individuals, organisations, or community groups, all aiming for positive outcomes. Clearly defining your objectives and outcomes ensures a focused message, making it easier to communicate and attract the right participants. Be sure to align your objective with one of the eight learning categories outlined above when planning your learning activities.

Take inspiration from some of the most popular events from 2024, featured in our gallery. Visit the WLF website's Gallery section at [www.wynlearnfestival.org.au](http://www.wynlearnfestival.org.au) to explore highlights from previous years!



**Make a Natural, Vegan and Eco-Friendly Beauty Routine**

by **Melbourne's Organic** | 173

Are you looking for eco-friendly, vegan or natural beauty products? Come and learn to make them yourself with our DIY organic skincare workshop!

Together we'll make products that are 100% natural – you'll be pleasantly surprised how easy it is!

In this hands-on and informative class, we will:

- Discover some of the common questions: Is it easy? How long does it take? Does it cost?
- Address any of your own skincare questions.
- Make four organic products in our lab – retain up to 100% of their natural and bio-actives!

Register now and join us in this engaging and fun workshop!

**Additional Details**

**Date And Time**  
05-09-25 @ 10:00 PM to 05-09-25 @ 01:00 PM

**Location**  
Central Park Community Centre, 88 Lonsdale Street, Hoppers Crossing, Victoria 3042

**Event Types**  
Workshop, All Ages, Series, Things to Do

**Event Category**  
Workshops & Exhibitions, Wellbeing & Self-Care



**Water for Life**

by **Food & Fibre Australia** | 181

Join us at the Water for Life event for a complete system to help you produce water, energy, and fibre.

Discover the benefits of water in the learning, fun, and interactive workshop. Our objective is to help you understand the importance of water in your business and how to use it effectively.

Event will be supported by expert panel members and resources to help you succeed.


**Additional Details**

**Date And Time**  
08-09-25 @ 10:00 AM to 08-09-25 @ 12:00 PM

**Location**  
Hoppers Crossing Community Centre, 88 Lonsdale Street, Hoppers Crossing, Victoria 3042

**Event Types**  
Workshop, All Ages, Series, Things to Do

**Event Category**  
Workshops & Exhibitions, Wellbeing & Self-Care



**Art You OK?**

by **Wyndham Arts & Culture Team** | 225

Art You OK? Exhibition and workshop in response to the ChatGPT craze to help about art and mental health. This is a celebration of the power of art in addressing mental health and connecting people with a new way of thinking that you can adapt and apply to your better mental health. The exhibition includes works by young people and local artists. The art workshop will be held in the afternoon and will be a hands-on experience for all. The workshop will be held in the afternoon and will be a hands-on experience for all. The workshop will be held in the afternoon and will be a hands-on experience for all.

Join us for a free workshop on the 3rd of September from 7-9pm – this booking is necessary.


**Additional Details**

**Date And Time**  
01-09-25 @ 11:00 AM to 03-09-25 @ 03:00 PM

**Location**  
The Learning Wyndham Cultural Centre, 177 Hoppers Road, Hoppers Crossing

**Event Types**  
Workshop, Series, Things to Do

**Event Category**  
Workshops & Exhibitions, Wellbeing & Self-Care



**SUPERCHARGE YOUR MARKETING WITH CHATGPT: A PRACTICAL WORKSHOP**

**Loren Bartley**

**IMPACTIV8**

Business Addicts Coworking, Level 1, Suite 2B3, 283 Old Geelong Rd, Hoppers Crossing

**Supercharge Your Marketing with ChatGPT: A Practical Workshop**

by **Loren Bartley** | 180

Discover how AI and ChatGPT can be leveraged to power up your digital marketing.

This workshop will demonstrate how you can use ChatGPT to help you with your digital marketing strategy, social media, content creation, and more. You will learn how to use ChatGPT to help you with your digital marketing strategy, social media, content creation, and more. You will learn how to use ChatGPT to help you with your digital marketing strategy, social media, content creation, and more.

**Additional Details**

**Date And Time**  
01-09-25 @ 10:00 AM to 01-09-25 @ 03:00 PM

**Registration End Date**  
01-09-25

**Location**  
Business Addicts Coworking, Suite 2, 283 Old Geelong Road, Hoppers Crossing, VIC 3042

**Event Types**  
Workshop

**Event Category**  
Workshops & Exhibitions

**Share With Friends**

## Event format

Learning events can be live (in-person) or virtual (online), formal or informal, and open to the public or invitation-only. They can be created for the WLF or adapt something you're already doing, with size and style up to you. Present live or pre-recorded, standalone or with a live intro, pre-recording, and Q&A—get creative with the format!

## Venue hire

Plan ahead to secure a venue that suits your audience, seating, budget, and needs—it's your responsibility as the event host. Check the Wyndham City Council website for local community centres [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au), some offering free bookings for WLF events—contact them directly and mention the Festival.

Book early, as spaces go fast! We'll help promote, but the venue's on you.

## Budget

There is no allocated funding provided for event holders for the Wyndham Learning Festival. Each organisation is encouraged to run an event that suits their organisation, capacity, and budget.

If appropriate to your event, your budget should consider:

- Equipment, room hire, staffing, and resources.
- Booking guest speakers, presenters, or trainers.
- Marketing and promotion.

The Learning Festival team may be able to offer guidance on available grant options if approached with enough lead time. Wyndham City Council provides small grants for community organisations, making it beneficial to consider applying within a reasonable timeframe—check [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au) for details.



## Safety and risk management

Safety is paramount for all involved—public, volunteers, and staff. Assess risks based on event scale, identifying hazards (e.g., government regulations, physical obstacles, weather, chemicals, safety issues, or reputation risks) and adding controls in a risk assessment. Review it regularly.

See templates at [Advice for managing major events safely | WorkSafe Victoria](#). Public liability insurance is a must.

## COVID safe plan

Work with your venue to meet COVID safety rules, possibly creating a COVID safe plan. Start preparing with guidance from [Coronavirus \(COVID-19\) Victoria - Better Health Channel](#). Follow all relevant COVID-safe guidelines.

## Prepare for the unexpected

Have a backup plan for issues like tech failures, sick presenters, access problems, or weather impacts. Keep key contacts handy, plan alternatives, and inform attendees of changes.

Email major updates to [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) so we can update social media, Facebook, and website calendars.



## Getting started

### Plan

Plan your event early. Identify your target audience and how to reach them, then decide on the topic, objective, outcomes, duration, and venue for your learning event.

### Register your event

Submit an Expression of Interest (EOI) form on the Festival website at [www.wynlearnfestival.org.au](http://www.wynlearnfestival.org.au). After review, you'll get instructions to upload event details. Complete everything by 16 June 2025—late submissions can't be considered for 2025 but will be waitlisted for 2026.

Event participants will book directly through the Festival website, so double-check your details to avoid confusion and to make sure you receive all queries and registrations.

If you are using a third-party booking system, notify us at [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) to track numbers.

**Need help?** Email [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) with “**REGISTRATION ASSISTANCE**” in the subject—our part-time team will reply.

Please keep in mind that the Festival coordination team works part-time but will respond as soon as possible.

### Marketing Your Event

Start marketing early to draw participants. Use social media—share images and stories and ask your networks to spread the word. Post on the WLF Facebook and Instagram with #wynlearnfestival and tag us!

While WLF promotes via our channels and website, you're responsible for attracting your audience. Join our Facebook group for event holders (invitation post-registration) to share tips and ideas.

### Marketing tips:

- Use # @ wynlearnfestival on social media.
- Create a poster to share with your networks – **remember to flag that the event is part of the WLF!**
- Send promo material to [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) with “EVENT NAME - PROMO MATERIAL” in the subject for WLF Facebook support.
- List your event on Wyndham City Council’s ‘What’s On’ calendar at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au).
- Leverage local networks—word of mouth, emails, newsletters, or mentions at meetings.
- Engage in the Facebook group for updates and connections.
- Consider creating a Facebook event to boost interest.

### WLF Promotion Support

We’ll promote your event via:

- Website events calendar
- Posters and flyers
- Email networks
- Community events and newsletters
- Online ads and stories
- Social media (Facebook, Twitter, etc.)
- Media releases

### Share your event online, tag us, and use:

- Facebook & Instagram: #wynlearnfestival  
#WyndhamLearningFestival2025
- Email: [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au)
- Website: [www.wynlearnfestival.org.au](http://www.wynlearnfestival.org.au)



## Additional tips for running an online event

### Equipment and filming

- Face the camera directly within its frame, avoiding odd angles.
- Use a tripod or stable surface to keep the camera steady.
- Keep your background tidy for a professional look.
- Film in landscape mode with your device's highest quality settings.
- Use earphones with a mic or a dedicated microphone for clear audio and less background noise.
- Ensure good lighting with a source in front and above, using natural light if possible—test it at event time.
- Choose a quiet room with soft furnishings to reduce noise and echoes (e.g., from pets or household sounds).

### Planning and presentation

- Create a detailed agenda or script with key points and timing, placing notes near the camera for eye contact. Practise beforehand.
- Plan breaks, mix in visuals or breakout discussions, or split long sessions into parts to keep attendees engaged.
- Introduce yourself or the speaker, explain the session, and link it to the Wyndham Learning Festival.
- Keep talks short and clear, using closed captioning if available.
- Play background music from a separate device.
- Get audience permission to record for future promotion and enable the platform's recording feature.
- Request a WLF virtual background if desired.

## Suggested platforms for virtual and online events:

PLATFORM	COST	WEBSITE
Zoom	Free: Limited Capability Paid: Additional Features	<a href="https://zoom.us/">https://zoom.us/</a>
MS Teams	Free: Limited Capability Paid: Additional Features	<a href="https://www.microsoft.com/en-au/microsoft-teams/free">https://www.microsoft.com/en-au/microsoft-teams/free</a>
Google Meet	Free	<a href="https://meet.google.com/">https://meet.google.com/</a>
Skype	Free: Limited Capability Paid: Additional Features	<a href="https://www.skype.com/en/">https://www.skype.com/en/</a>
YouTube	Free	<a href="https://www.youtube.com/">https://www.youtube.com/</a>
Facebook Live	Free	<a href="https://www.facebook.com/formedia/tools/facebook-live">https://www.facebook.com/formedia/tools/facebook-live</a>
Insta Live	Free	<a href="https://help.instagram.com/">https://help.instagram.com/</a>

## Photos and videography

Photos and videos capture your event’s highlights. At the start, let attendees know you’ll be taking photos, videos, or screenshots to share with your group and the Wyndham Learning Festival (WLF).

Use photo consent forms to get permission and ask people to turn off cameras (online) or notify your photographer if they don’t want images used.

Assign someone to take photos or screenshots—presenters and organisers will be too busy. Pick the best shots to share with WLF and for your future promotion.



## Post event activities

### **Evaluate and share your Wyndham Learning Festival experience**

After your event, share your success! Post photos, comments, and stories on social media to celebrate and reach those who couldn't attend. Track attendance with a simple sign-in sheet for data collection. Post-Festival, you'll get two online surveys—one for participants (email them the link we provide) and one for you, the event holder, due by 20 September 2025. Surveys help us improve and let you thank attendees. Wishing you a great WLF experience!

**Wishing you an enjoyable and successful Wyndham Learning Festival!**

For more info, reach the WLF Coordinator at 0478 740 941 or [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au).

## Key dates

<b>APRIL</b>	<ul style="list-style-type: none"><li>- Look out for an email invitation to our Event Host Information Session.</li><li>- No email or have questions? Contact us at <a href="mailto:contact@wynnlearnfestival.org.au">contact@wynnlearnfestival.org.au</a>.</li></ul>
<b>MAY</b>	<ul style="list-style-type: none"><li>- Wednesday 7 May: In-person Information Evening.</li><li>- Thursday 8 May: Online Information Session.</li><li>- Mid-May: Expressions of Interest (EOIs) open.</li></ul>
<b>JUNE</b>	<ul style="list-style-type: none"><li>- Monday 16 June: EOI submissions close.</li><li>- Week beginning June 16: Successful applicants contacted and invited to a second Information Session.</li></ul>
<b>JULY</b>	<ul style="list-style-type: none"><li>- Wednesday July 2: Second Information Session (compulsory for new hosts or those who haven't hosted in the past two years).</li><li>- Late July: Promotional materials finalised, and bookings open to the public.</li></ul>
<b>AUG.</b>	<ul style="list-style-type: none"><li>- Sunday August 24: Festival launch and opportunity to advertise your event to the public</li></ul>
<b>SEP.</b>	<ul style="list-style-type: none"><li>- 1-7 September: Wyndham Learning Festival 2025!</li></ul>



## EVENT CHECKLIST



Print this check list to help manage your learning event.

Email [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) with any feedback or questions.

### Pre-planning

- Audience
- Objectives
- Type of event
- Budget
- Number of participants
- Invitation list (if appropriate)
- Consider any VIPs you are requesting to attend
- Legal and insurance requirements



### Planning

- Set date and time
- Decide if your event will be live or virtual
- Plan your platform / Book a venue
- Create an event timeline or schedule
- Register your event on the WLF website
- Think about marketing including social media
- Book guests speakers, presenters, or trainers
- Book equipment and resources needed
- Develop a risk management plan
- Create and send invitations

### Publicity

- Create your promotional material adding the WLF logo
- Share and tag promotional material on social media
- Promote to your networks and friends
- Invite media to your event or write a media release
- Nominate a person to record or photograph your event. (Or take screenshots if online!)
- Share your event photos and stories with the #wyndhamlearningfestival on social media



### Evaluation

- Share feedback with WLF organisers
- Collect feedback from participants
- Complete event holder survey
- Pass on WLF survey (provided) to attendees



## Inspiration from past Festivals

We've collected past Wyndham Learning Festival examples to inspire your event presentation. Despite this year's new booking system, focus on clarity, engagement, and accessibility to stand out. Use these ideas to plan and attract participants!

The image shows a Facebook event listing for 'Make a Natural, Vegan and Eco-Friendly Beauty Routine' by Madeline Marie Organics. The event is scheduled for September 1st, 2023, from 10:00 PM to 11:30 PM at the Centre Park Community Centre. The listing features a clear title, a simple eye-catching image of pink roses and natural ingredients, and a well-organized layout with event details and an organizer profile. Three callout boxes highlight specific design elements: 'Simple, eye catching image.', 'Clear event information displayed for easy reading with spaces and dot points.', and 'Additional background information about the event organiser.'

**WYNDHAM Learning FESTIVAL**

**SAMPLE EVENT LISTING**

**Why we love it...**

Simple, eye catching image.

Clear event information displayed for easy reading with spaces and dot points.

Additional background information about the event organiser.

### Make a Natural, Vegan and Eco-Friendly Beauty Routine

Registrations have closed

**Make a Natural, Vegan and Eco-Friendly Beauty Routine**

by Madeline Marie Organics · 175

Are you looking for eco-friendly, vegan or natural beauty products?

Come and learn to make them yourself! Join our DIY organic skincare workshop!

Together, we'll make products that are 100% natural - you'll be pleasantly surprised how easy it is.

In this hands-on and informative class, we will:

- Answer some of the common queries: Is it safe? How long does it take? Does it work?
- Address any of your own skincare questions.
- Make four organic products for our hands - handker, toner, face serum and face cream.

Register now and join us in this engaging and fun workshop!

**Additional Details**

**Date And Time**  
01-09-23 @ 10:00 PM to  
01-09-23 @ 11:30 PM

**Location**  
Centre Park Community Centre, 22 Lonsdale  
Circuit, Ingleton Crossing - Activity Room 3

**Event Types**  
Adults · All Ages · Seniors · Young Adults

**Event Category**  
Environment & Sustainability  
Wellbeing & Self-Care

**Share With Friends**

**Organiser**

**Madeline Marie Organics**

My passion is to create natural and DIY beauty products and share this knowledge through my workshops. In my workshops and online courses, we teach people how to use organic ingredients instead of harsh and polluting chemicals. She is passionate about reducing our impact on the environment and she believes beauty is all about balance to our body, to our planet and to others. My face taught more than 2000 people how to customize their skin care and how to adopt a gentle, personalised routine. She has also worked with many Councils, churches, companies and organisations. She makes the accessible & action skincare brand One + Nature. Her workshops are vegan, engaging and inclusive - all are welcome to attend.

100% NATURAL





## SAMPLE EVENT LISTING



### Why we love it....

Beautiful image showing participants what can be produced at the workshop.



Concise description with enough information to entice participants.

### Rag Roping Workshop

by Wyndham City Libraries - Adults Team • 112

Join us for a fun-filled morning of learning the art of rag roping!

During the workshop, you will learn how to create beautiful ropes using old rags and other materials, which will then be used to construct coasters or baskets. Our experienced instructors from A Fitting Connection will guide you through the process step-by-step, so you can create your own unique piece to take home with you.

This workshop is perfect for anyone interested in traditional crafts, upcycling, or just looking for a fun and creative activity. No prior experience is necessary, and all materials will be provided.

Don't miss out on this exciting opportunity to learn a new skill and meet other like-minded individuals. Register now to secure your spot!

#### Additional Details

Event registration closed.

#### Date And Time

07-09-23 @ 10:30 AM to  
07-09-23 @ 12:30 PM

#### Registration End Date

06-09-23

#### Location

Point Cook Library, 1-21 Cheetham Street Point Cook

#### Event Types

Adults Seniors

#### Event Category

Environment & Sustainability The Arts  
Wellbeing & Self Care

#### Share With Friends



Full event details including multiple categories selected.





SAMPLE  
EVENT LISTING



Why we love it....

Bright colours and clear eye catching photo.



Detailed information about the event made easy to read with the use of subheadings. Participants know exactly what to expect.

Networking Like a Star – Unlocking the Power of Connections

by Ivan AbdulKader

Are you ready to take your networking skills to the next level? Join us for an engaging and interactive workshop, "Networking Like a Star" where you'll discover the secrets to building meaningful connections that propel your professional success. In today's highly competitive business world, networking has become an essential skill for career advancement and business growth. Whether you're a seasoned professional or just starting out, mastering the art of networking can open doors to exciting opportunities and invaluable collaborations. Led by renowned networking expert Ivan AbdulKader, organizer of Local Business Networking Events, founder of Forward Business Hub and Ivan Plus Media, this workshop is designed to empower participants with practical strategies and proven techniques to network like a star. Through a dynamic blend of insightful presentations, hands-on exercises, and real-world case studies, you'll gain the confidence and skills needed to build a powerful network that drives your success.

Key Workshop Highlights:

- Discover the mindset of a successful networker: Learn how to develop a positive networking mindset, overcome networking obstacles, and harness the power of your personal brand.
- Master the art of making impactful first impressions: Discover the secrets to leaving a lasting impression in networking situations, including crafting an elevator pitch that captivates attention and sparks meaningful conversations.
- Build genuine connections that go beyond business cards: Explore effective communication techniques, active listening skills, and relationship-building strategies to cultivate long-lasting connections that bring mutual benefits.
- Navigate networking events with ease and confidence: Gain practical tips on maximizing your time at networking events, mastering the art of small talk, and gracefully exiting conversations.
- Leverage the power of digital networking: Harness the potential of social media, online platforms, and digital tools to expand your network, establish thought leadership, and attract opportunities.

Don't miss this opportunity to transform your networking game and unlock a world of possibilities. Join us for "Networking Like a Star" and discover the keys to building a robust network that propels your professional growth. Register your spot today and start networking like a star!

This event is part of a full day program: Small Business Expo at Central Park.

Join us for a full day of presentations packed with incredible insights, inspiration, and valuable connections.

We've gathered a powerhouse lineup of business owners and subject matter experts who are ready to take your knowledge and skills to new heights.

For the full program and to register, see this link: Small Business Expo at Central Park - Wyndham Learning Festival (wyndhamlearning.org.au)

Event registration closed.

Date And Time

07-09-23 @ 02:00 PM to 07-09-23 @ 03:00 PM

Registration End Date

05-09-23

Location

Central Park Community Centre, 80 Lorston Circuit, Higgins Crossing

Event Types

Young Adults

Event Category

World of Biz & Tech

WATCH VIDEO

Share With Friends



Additional video for those who prefer visuals.