

Host Partner Pack

Information for venues and community hosts

Audience: Libraries, youth centres, community venues, councils and host organisations

Contact: founder@edulinked.com.au

Version: 1.1

Date: 2026-05-20

Quick summary

A host provides a safe, accessible place where EduLinked can deliver a workshop, consultation, pilot or community learning activity.

What to do next

- 1 Read the overview.
- 2 Check the access and support notes.
- 3 Contact EduLinked at founder@edulinked.com.au with questions or to request a plain-language version.

What hosting means

- Host may provide the room, local promotion, basic setup and local contacts.
- EduLinked provides the program/resource model and works with the host on access needs.

Venue requirements

- Step-free or clearly described access where possible.
- Accessible toilets or clear information if not available.
- Quiet area or break space where possible.
- Chairs/tables suitable for flexible group work.
- Reliable power and internet where digital activities are included.

Before the session

- 1 Confirm date, time and room setup.
- 2 Discuss access needs and risk considerations.
- 3 Confirm emergency and incident contacts.
- 4 Agree promotion and registration pathway.
- 5 Check technology, signage and arrival instructions.

During the session

- Welcome participants clearly.
- Support calm, respectful participation.
- Help people find toilets, breaks and exits.
- Do not pressure participants to disclose personal information.

After the session

- Share feedback and attendance information where agreed.
- Report any safety or access issues.
- Discuss whether a future pilot or partnership is useful.

Access and inclusion commitment

EduLinked designs resources to be clear, flexible and usable across different communication, literacy, sensory and support needs. Access needs can be discussed before participation or partnership is confirmed.

Contact

For questions, access requests, partnership enquiries or updated versions, contact founder@edulinked.com.au.