



Saturday 27th - Tuesday 30th March 2020

Hello K2 Elite!

We are very excited to see you at K2 Elite Mastermind.

Please read through this letter carefully as it contains important information regarding your Mastermind.

POSTAL ADDRESSES:

As we are aware some of you may not be at your usual address, please be sure to complete the RSVP, your Profile and your current postal address.

Date	Time	Session/Function	Who
(PRE EVENT) due by Friday 5th March at the absolute latest.		<ul style="list-style-type: none"> ● RSVP ● Submit your Mastermind Profile ● *Please note if we have not received your profile by this deadline we cannot guarantee a copy being available for your Mastermind session* <u>We hold you accountable to meet this deadline</u> 	
Friday 26th March	9:30 am - 10:00 am	Partners Day Registration	*Partners Only* K-Team Headquarters, 35 Saunders St, L1, Building B, Pymont
	10:00 am - 4:00 pm	Partners Day Mastermind <i>Catering provided</i>	*Partners Only* K-Team Headquarters, Boardroom <i>*Profiles are emailed digitally, printed NA</i>
Saturday 27th March	7:30 am - 8:00 am	Leaders Day Registration	*Leaders Only* <i>Business Partners register separately & add #tablename to zoom name</i>
	8:00 am - 5:30 pm	Leaders Day Mastermind	*Leaders Only* <i>Please note profiles are emailed digitally, printed copies will not be provided</i>
	6:00 pm - 6:30 pm	Welcome Reception Registration	All K2 Elites & guests <i>Business Partners register separately & add #tablename to zoom name</i>
	6:30 pm - 8:30 pm	Welcome Reception	All K2 Elites & guests
Sunday 28th March	7:00 am - 7:15 am	Leaders Briefing Registration	*Leaders Only* <i>Leaders zoom link</i>
	7:15 am - 7:35am	Leaders Briefing	*Leaders Only*
	7:35 am - 8:00 am	Skills Day Registration	All K2 Elites <i>Business Partners register separately & add #tablename to zoom name</i>

Please be available to come to every session. We don't want you to miss anything!



	8:00 am - 4:30 pm	Skills Day	All K2 Elites
	6:45pm - 7:00pm	K2E Social dinner Rego Registration	All K2 Elites & guests
	7:00pm - 9:30pm	K2E Social dinner Dresscode: Smart casual	All K2 Elites & guests
Monday 29th March	6:35 am - 6:45am am	Leaders Briefing Registration	<i>*Leaders Only*</i> <i>Leaders zoom link</i>
	6:45 am - 7:05 am	Leaders Briefing	<i>*Leaders Only*</i>
	7:05 am - 7:20 am	Planning Day Registration	All K2 Elites <i>Business Partners register separately & add #tablename to zoom name</i>
	7:30 am - 5:00 pm	Planning Day	All K2 Elites
Tuesday 30th March	7:00 am - 7:15 am	Leaders Briefing Registration	<i>*Leaders Only*</i> <i>Leaders zoom link</i>
	7:15 am - 7:35 am	Leaders Briefing	<i>*Leaders Only*</i>
	7:35 am - 8:00 am	Mastermind Day Registration	All K2 Elites <i>Business Partners register separately & add #tablename to zoom name</i>
	8:00 am - 5:00 pm	Mastermind Day	All K2 Elites <i>Please note profiles are emailed digitally, printed copies will not be provided</i>

NOTE: You must complete your Current postal address, RSVP and Mastermind Profiles by Friday 5th March or you will risk losing the opportunity to be Masterminded!

Broadcast Instructions

- You will receive the link to the live stream at the start of each day.
- Allow time to register & check your tech at the start times advised above
- Register individually, even if you are watching on a shared device.
- Rename your zoom name with #tablename to support table allocations
- #MMsupport thread in the K2E Boardroom will be monitored by The K-team should you experience any issues

Technology tips:

- A solid and strong internet connection
- Download most up to date version of 'Zoom Client for Meeting'
- Watch Tracy Raiteri's tech tutorial in the K2 Boardroom before the event for top tech tips
- Separate laptop/ iPad/ notepad & pen for taking notes
- Noise cancelling headphones (bluetooth headphones not suitable for quality sound)

Please be available to come to every session. We don't want you to miss anything!



- When participating virtually please keep your video on, Kerwin loves to see your faces! However if your connection is bad, turning off your video can help provide a better quality connection

What to have prepared

- A comfortable chair
- Water bottle
- Plenty of snacks, lunch (& drinks if you wish) for the social evenings
- A quiet space to watch the Livestream - Minimal distractions
- Letters to self - if you returned your letter to self to the K-Team we will post this out to you. Otherwise, please ensure you have your letter to hand for the event.
(If you are a new K2 Elite or did not attend the last MM event you don't need to do anything).

Breaks

Plan your meals ahead. We will have 2 short stretch breaks and 1 longer lunch break each day plus the welcome reception and social evening.

Any Questions

If you have any questions please contact the K2 Elite Concierge team at k2elite@kerwinrae.com or call them on the following numbers: Laurence - 0449 729 200 or Laura - 0426 571 902 and they will be able to help you out!

See you there!

The K2 Elite Events Team

(Updated: 17/03/2021)