

Conference Toolbox

You have organised everyone else so don't forget yourself. Following are a few handy items to make your job on-site easier. If you are flying to Coffs Coast, ensure you check in your conference toolbox with your luggage as some items may not be permitted on-board the aircraft.

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| <input type="checkbox"/> A4 paper | <input type="checkbox"/> Large marker for packaging | <input type="checkbox"/> Stapler |
| <input type="checkbox"/> A4 Plastic sleeves | <input type="checkbox"/> Note pads | <input type="checkbox"/> Staples |
| <input type="checkbox"/> Blank CD's or Discs | <input type="checkbox"/> Paper clips | <input type="checkbox"/> Sticky tape |
| <input type="checkbox"/> Box cutter / Stanley knife | <input type="checkbox"/> Packing tape | <input type="checkbox"/> Super glue |
| <input type="checkbox"/> Bulldog clips | <input type="checkbox"/> Pens | <input type="checkbox"/> Thank you cards |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Pencils | <input type="checkbox"/> Tissues |
| <input type="checkbox"/> Double adaptor | <input type="checkbox"/> Pencil case | <input type="checkbox"/> Velcro dots |
| <input type="checkbox"/> Elastic bands | <input type="checkbox"/> Petty cash | <input type="checkbox"/> Walkie talkies |
| <input type="checkbox"/> Eraser | <input type="checkbox"/> Post it notes | <input type="checkbox"/> White board eraser |
| <input type="checkbox"/> Extension lead | <input type="checkbox"/> Pre-addressed labels for couriered parcels and freight back to office | <input type="checkbox"/> White board markers |
| <input type="checkbox"/> Extra name tags / place tags | <input type="checkbox"/> Push pins | <input type="checkbox"/> White out |
| <input type="checkbox"/> First aid kit including 30+ block out, paracetamol and/or ibruprofen | <input type="checkbox"/> Ruler | <input type="checkbox"/> Wrapping paper & ribbon |
| <input type="checkbox"/> Highlighters | <input type="checkbox"/> Scissors | |
| <input type="checkbox"/> Hole punch | <input type="checkbox"/> Sharpener | |

Other

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