

UQCCR Auditorium Bookings

Event details

Please use the Adobe Acrobat fill and sign function to complete this PDF form and return to information@uqccr.uq.edu.au

Name of person booking the event:

Affiliation: UQ Other

If not affiliated with UQ, please provide a certificate of currency for public risk insurance cover of at least \$10M.

Title of Event:

Date:

Start time of event:

Finish time of event:

The standard auditorium booking times are between 7.30am and 4.30pm, Monday - Friday.

Email Address:

Phone Number:

Number of attendees expected:

Catering type Morning tea Lunch Afternoon tea

Due to space restrictions, there is a limit of 50 attendees with catering, and 100 without.

I have read and understand the terms and conditions for use of the UQCCR Auditorium.

Name:

Signed: _____

Date:

Approved by: _____

Centre Manager

Room booking terms and conditions

Auditorium

The Auditorium comes set up with 100 seats in theatre style. Change to the room layout is permitted, but must be returned to theatre style set on completion of your event.

Reception area and entrance must be kept clear at all times for patients, staff and visitors to enter the building.

We have eight rectangular tables on wheels that are available for use between the auditorium and breakout space. These tables fit a maximum of six people around each.

The auditorium and break out space must be left in a clean and tidy state including returning chairs to original set up. Should there be any extra cleaning required, a small cleaning fee will be charged.

Please report any damage to the rooms or equipment that might occur during your booking.

The Auditorium has a whiteboard on wheels. We do not provide any workshop type equipment.

Information Technology

This is a UQ building. There are no Queensland Health ports.

AV support is provided from 7.30 am to 3 pm on site (remote support first) and UQ IT staff will be available from 9am.

You can bring your presentation on a portable hard drive or USB, and use the PC that is provided [Username: lecture / Password: lecture]. Alternatively, a HDMI cable is available for laptops.

The auditorium is equipped with automated lectern control of data projection, lighting, and sound. Supported media connections include Laptops with HDMI output (UQ network connection available), lectern microphone and two radio microphone frequency inputs.

The Auditorium includes extra features such as dual data projection, document visualiser (Video OHP), TV Channels (TV are streamed through the UQ network using VLC on the local PC) and auxiliary audio visual input (RCA connection).

Video Conference (Cisco C40) is compatible with Zoom connector. UQ scheduled zoom meetings can be recorded, access link to download the video recording will be sent the day after.

Dual video feed recording and streaming are available, please contact reception to organise a booking with UQ ITS.

A set of instructions in the auditorium detailing how to operate the technological and AV equipment. We recommend that you make an appointment for a test run BEFORE your booking, please contact Reception.

Catering

Alcohol is not permitted.

No kitchen access or refrigeration, so please keep this in mind when organising catering.

Catering only in the breakout space. Strictly no food or drink to be consumed in the auditorium.

A bin will be provided to collect rubbish. There are a total of eight tables for catering purposes.

Please leave the breakout area tidy and ensure that any leftover food is cleared away.

For further details, please contact:

UQCCR Reception
information@ugccr.uq.edu.au
(07)3346 5555