

PLEASE READ THE INFORMATION BELOW CAREFULLY. IF YOU AGREE TO THESE TERMS, PLEASE SIGN AND RETURN TO UQCCR RECEPTION VIA EMAIL ([reception@uqccr.uq.edu.au](mailto:reception@uqccr.uq.edu.au)) OR FAX (3346 5599). UPON RECEIPT OF YOUR COMPLETED AND SIGNED FORM, WE WILL CONFIRM YOUR BOOKING.

## Room Setup

### Auditorium 1:

- Seated theatre style, the Auditorium has a capacity of 120.
- The Auditorium comes set up with 100 seats in theatre style. Auditoriums are set up in a standard seminar set up. If you wish the room to be set up differently you will need to come early and change the tables to your requirements.
- We have 6 rectangular tables on wheels that may be used between the auditorium and breakout space – please let us know if you will need these, and if so, how many you will use. These tables fit a maximum of 6 people around each.
- 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 (e.g. butchers paper and pens, flip charts, display stands) so if you require any of this, please be aware that you will need to provide this yourself.
- We have signboards available if you would like to bring a printed sign designating the location of your event. If you forward any signage to the above address prior to the event, we will print, laminate and display them for you.

### IT:

- This is a UQ building, so we have no Queensland Health ports – please do not expect access to the QH network.
- We do not offer IT support for laptops – please bring your presentation on a portable hard drive or USB, and use the PCs that are provided [username: lecture, password: (blank)].
- The auditorium is equipped with automated lectern control of data projection, lighting, and sound.
- Supported media connections include Laptops with VGA output (UQ network connection available), DVD / Video playback, and two radio microphone frequency inputs.
- The Auditorium includes extra features such as dual data projection, document visualiser (Video OHP), analogue TV and auxiliary audio visual input (RCA connection).
- There is a handheld and lapel microphone available for use in either auditorium. These will be kept at reception, so please notify us if you require use of these and then come to reception on the day of your booking to collect the microphone you would like to use.
- There is 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, so that things will run smoothly on the day. Please contact Reception to organise this appointment.
- Please be aware that IT staff will not be in the building until 9am.

### Catering:

- Please contact [rbwh\\_venues\\_and\\_catering@health.qld.gov.au](mailto:rbwh_venues_and_catering@health.qld.gov.au) or 3636 3511 to organise your catering.
- Please let us know if you are having your event catered so that we can ensure that a bin is provided for rubbish. You may also like to use a table or two to display the food on, so please keep this in mind when planning the rest of your function (i.e. we only have 6 tables in total).
- We ask that **no food or drink be consumed in the Main Auditorium** – if you are planning on having a catered event, you MUST use the breakout area for this. **Failure to comply may result in your not being allowed to book rooms in future.**
- **PLEASE NOTE: It is your responsibility to make sure the room is tidy once you have finished.** Failure to do so may result in your not being allowed to book rooms in future.
- If your catered event finishes after 4pm, please ensure that any leftover food is cleared away. If food is left overnight/over the weekend, you may incur a cleaning charge as we use contract cleaners. This will also prevent you from booking rooms in future.

### General:

- It is essential that you fill out this booking form. Your booking **will not** be confirmed until we have received your completed and **signed** booking form.
- We will email you a week before your booking to confirm. Please make sure your contact details are on the booking form.