

APSAD **ADELAIDE 2023***'Unity in Diversity'*

Auxiliary Meeting Booking Requirements & Information

All bookings are pending until confirmed by the conference secretariat.

All sections must be completed for bookings to be processed.

Coordinator Name:			
Organisation:			
Address (for invoicing):			
Email:		Mobile (on-site contact):	

MEETING DETAILS:

Name of Meeting:					
Date:		Time:			
Number of attendees:					
Is this meeting open to all delegates?	Yes	No	If yes, do you want the meeting listed in the conference program ¹ ?	Yes	No
Room set up required:	Boardroom	Cabaret	Theatre		
Catering:	Please contact the venue directly to organise catering for your meeting.				
AV requirements ² :	<p>Screen, laptop, microphone, and lectern is included.</p> <p>Please contact RAVE AV directly to organise any additional AV requirements for your meeting</p> <p>Kristian Furbank - kristian@rave.solutions - 1800 728 328</p>				
Room fees:	<p>Launch: Free <20 minutes³</p> <p>1 hour meeting: \$400</p> <p>Half day meeting: \$1,000 >2 up to 4 hours</p> <p>Full day meeting: \$1,900 >4 up to 8 hours</p>				

¹ It is at the discretion of the Conference Committee as to whether this is approved.

² A quote will be provided directly from the conference AV team based on the requirements you have provided.

³ Room and existing AV is provided at no cost. Any additional requirements inc AV& catering must be paid for.



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Terms and Conditions

1. All bookings must be made with the Conference Secretariat in the first instance.
2. The booking Requirements and Information form is to be completed and sent to the Conference Secretariat for identification of the meeting's needs.
3. The Conference Secretariat will advise the booking coordinator of the room booking details, including the approximate costs for the meeting and if required will advise the appropriate venue contact.

Provisions Related to Booking a Meeting Space

1. The Conference Secretariat is responsible for allocating an appropriate meeting room at the conference venue, this will ensure that the room is suitable for the meeting and that the conference is not affected by the meeting.
2. Should a meeting be held in a room that the conference is also using, the coordinator of the meeting must ensure that the room is vacated as per the booking timing (to provide ample time for venue cleaning staff)
3. Additional costs for the meeting will be billed directly to the client. These may include room hire, any additional AV (if additional equipment to the standard is requested), catering (unless the meeting is part of the program and, therefore part of the standard conference catering).
4. The Conference Secretariat provides a booking service for the meeting room and included and will ensure the room is set up correctly at the time of the booking. The coordinator of the event is responsible for the final set-up of the room and arranging any additional AV and catering requirements.

Name of Organiser:

Name of APSAD Rep:

Signed:

Signed:

Date:

Date:

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