



Global Change Institute Room Booking Guidelines

Level 2 Rooms	Max Capacity	Features available
Seminar room (275)	65	AV equipment, whiteboards
Group learning room (273)	65	AV equipment, whiteboards
Atrium (277)	200 standing	Tables for catering (No AV)

AV Capabilities

Collaborative Room 273 and Seminar Room 275 are both equipped with standard lecture AV facilities. Both rooms are equipped with 1 x lapel and 1 x hand-held microphone. Please note, the Atrium Room 277 has no AV facilities and any presentations that require AV support will need to be organised through the university's external provider [Con-Sol](#).

Note: The rooms are not soundproof and acoustic insulation is limited.

L2 Room 273 – Collaborative Room



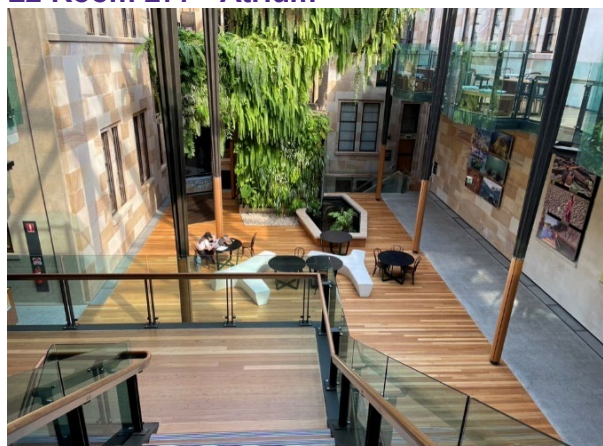
L2 Room 275 – Seminar Room



L2 Room 277 - Atrium



L2 Room 277 - Atrium





GCI Booking Regulations

- It is the event organiser's responsibility to return the rooms/spaces back to their original layout, remove all rubbish, erase the white boards, and put away the additional chairs upon departure. Please note, we reserve the right to decline any future room booking requests if these guidelines are not followed.
- Please **DO NOT** unplug or move AV equipment – ITS will not support the set-up of our AV equipment if it has been tampered with.
- If your booking is for after hours, please ensure you have the relevant access by contacting gci.roombookings@uq.edu.au at least one day *before* your booking.
- For all after-hours access issues relating to entry and exit points, please contact **UQ security on (07) 3365 1234**.
- Additional tables are available for catering and are stored in Room 275.
- Rooms are not available on weekends; however, we will consider requests on a case-by-case basis.
- Toilets are located in the adjacent Steele Building on Levels 2 & 3. Please be aware that the door to access the bathrooms must not be left open or propped open with a door stopper. This door is designated as Fire Safety Door and is required to remain closed at all times.
- Please ensure your guests **DO NOT** sit or stand around the pond edge, as it is not a steady platform and could cause damage to the wall area. Please ensure to have your catering away from this area. Catering must not be arranged outside the function rooms/meeting spaces to maintain an organised and compliant event environment.
- If your event is cancelled, please ensure you let us know as soon as possible, so we can release the space for someone else.
- Our space is not bookable from the last two weeks of December and the 1st week of January.

Booking Space for an Event – What's required

As per [UQ's Event Approval and Control - Procedures](#) it is a requirement for the event coordinator to obtain the necessary documentation from UQ's Property and Facilities (P&F) Event Approval Team prior to the event. We are unable to accept and confirm any bookings unless the following has been completed:

[PF700 – Event Approval Form](#)
[Health and safety risk assessment through UQSafe](#)

Please return the approved PF700 Form to gci.roombookings@uq.edu.au

Alcohol Consumption

The consumption of alcohol is permitted with the appropriate approvals in place.

[PF100 – Application For Permission To Keep Or Consume Intoxicating Liquor On Site](#)
(Only if alcohol is being served)

Frequently Asked Questions

How do I book space in GCI?

All booking requests must be sent through to the gci.roombookings@uq.edu.au email. We do not take phone booking requests. Once your booking request has been accepted and the two event forms have been submitted, you will receive an email with your booking confirmation.

Is there a cost involved with the booking of GCI Space?

There is currently no cost for booking and using the space, however we do review this annually.



Can we hire other equipment for our event use?

GCI does not have a library of equipment for use. All AV equipment can be obtained from [Consol](#). If you require additional tables and chairs, these will need to be hired.

How do we get after hour access?

GCI booking staff will alert P&F the week prior to your event and the door/s will be time-scheduled to remain open for the duration of your event.

Is the room set up for Zoom/Teams meetings?

Room 273 and Room 275 have the same AV equipment as a teaching space. Both rooms are equipped with relevant AV to run online meetings and video conferences. There are lapel microphones and a hand-held microphone available in each room.

Can we have the catering in the rooms?

We don't generally allow catering in any of the rooms because of the potential for food and drink to damage the carpets. We can review this depending on the type of catering and the number of people.

Can we have music in the Atrium?

We don't generally allow music in the Atrium during working hours 9am-5pm. The noise does travel to the office space where people are working.

Do you have poster boards that we could use?

No. You will need to hire these.

Do you have storage space for hired furniture and posterboards?

Please note, there is no additional space for the use of storing furniture etc. for your event. If other rooms are not being used at the time, we may allow that space to be used on a case-by-case basis. If you hire additional equipment, you MUST be here to receive it from the removalist.

Can you recommend caterers?

St Leo's Catering: <https://stleoscatering.com.au>

Schonell Catering and Events: <https://www.schonellevents.com.au>

Garnishes: <https://www.garnishescatering.com.au>

Piccalilli Corporate & Events: <https://www.piccalilli.com.au>

Patina Alumni Court: <https://www.patinaalumniacourt.com.au/events/>

Is there a guest login for UQ visitors to use the lectern computer?

There is a generic login to use for external visitors.

Username: lecture

Password: lecture

Is it possible to place a weekend booking?

Rooms are not available on weekends; however, we will consider requests on a case-by-case basis.

Is there guest Wi-Fi available?

Guests can connect to the network by signing in with their Gmail, Facebook or LinkedIn accounts (similar to other free Wi-Fi services). The use of social login method enables UQ to meet legislative and security obligations. In the device settings, guests can access the wireless network by selecting 'UQ Guest'. Then follow the prompts. For further information regarding Wi-Fi access, please visit [UQ's website](#).