

AD-HOC VENUE BOOKING REQUEST

UNSW@ADFA

Phone: +61 2 6268 6000
Fax: +61 2 6268 8666
Email: student.admin@adfa.edu.au
Web: www.unsw.adfa.edu.au/student

This form should be submitted to Student Administrative Services

This form should only be used by UNSW@ADFA staff and students to make an ad-hoc venue booking (for example, for a meeting or afternoon tea). Other booking types should be made by contacting the relevant section:

- Regular scheduled academic teaching – Student Systems Officer, Student Administrative Services
Telephone – (02) 6268 6010 or email - timetable@adfa.edu.au
- Department of Defence and external organisations – Staff Officer, Coordination
Telephone (02) 6268 8606 or email heidi.quibell@defence.gov.au
- UNSW@ADFA Commercial Short Courses or Conferences – Manager, Business Services Office
Telephone (02) 6268 8288 or email m.beckett@adfa.edu.au
- Meeting Rooms not centrally booked – see www.unsw.adfa.edu.au/student/timetables/venues

Requests should be submitted as early as is practical to maximise your chances of booking your preferred venue. Staff and students are reminded that scheduled academic and military teaching takes priority over all other bookings.

Audio visual equipment is provided by Educational Technology Services and you should contact them (telephone 02 6268 8503 or by email ets@adfa.edu.au) if you require additional equipment than that normally available in your booked venue or if your booking is outside the hours 0700-2030. If you are using one of the Tutorial rooms please advise ETS.

For further information, or to amend an existing booking, please contact the Administrative Support Officer in Student Administrative Services by telephone (02 6268 8727) or by email (venue.bookings@adfa.edu.au).

1. STAFF MEMBER'S DETAILS

Name	School / Unit
Email Address	Telephone Number
@adfa.edu.au	(02) 6268

2. EVENT DETAILS

Description of Event	
Number of Participants	Duration
	hours
Start Date & Time	Finish Date & Time

3. VENUE DETAILS

Please indicate your preferred venues in order of preference (include the building and room number)

Venue Preferences	
1	
2	
3	

4. ADDITIONAL COMMENTS

All bookings will be confirmed in a email to the staff member nominated above