



Global Change Institute (GCI) Room Booking Guidelines

Building hours

GCI is open from 7:30AM to 6:00PM. For access outside these hours, the event organiser must contact UQ Security (security@pf.uq.edu.au) in advance.

Priority bookings

Priority is given to UQ Research and Strategic Government and Partnerships-related bookings in alignment with GCI’s mission.

Available rooms & features

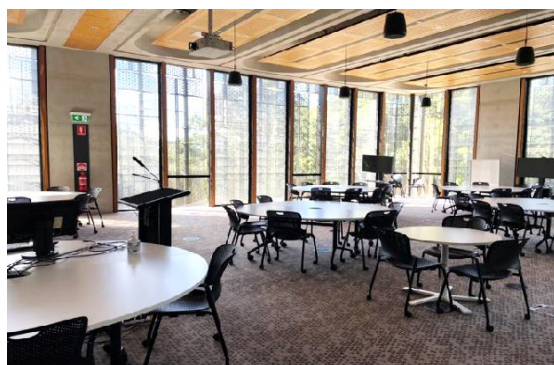
Room (GCI Level 2)	Capacity	Features
Campfire Room (271)	12-25	Zoom Facilities
Collaborative Room (273)	65	Standard lecture AV facilities, lectern, microphone, 1 lapel and 1 handheld microphone and whiteboards.
Seminar Room (275)	65	Standard lecture AV facilities, lectern, microphone, 1 lapel and 1 handheld microphone and whiteboards.
Atrium (277)	200 (standing)	Tables for catering. No AV facilities. External AV support must be arranged through Con-Sol . (No AV)

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

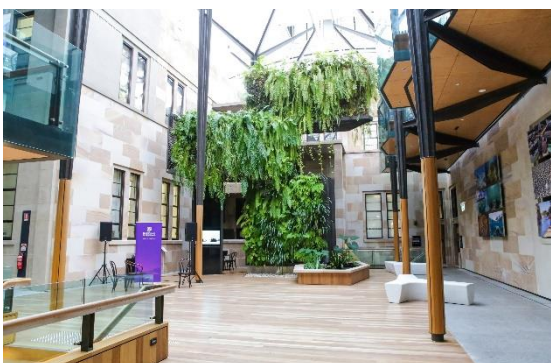
L2 Room 275 – Seminar room



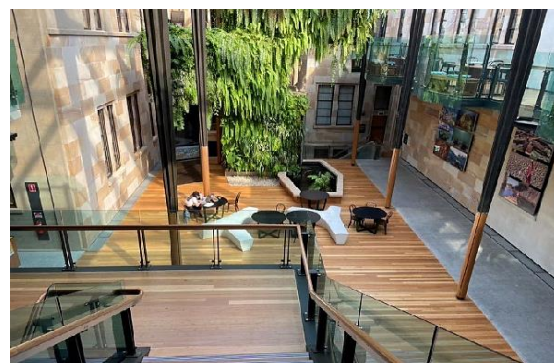
L2 Room 273 – Collaborative room



L2 Room 277 - Atrium



L2 Room 277 – Atrium





Booking guidelines

Please note that we reserve the right to decline future room booking requests if these guidelines are not followed.

- **Return rooms to their original layout**, remove rubbish, erase whiteboards, and store any additional chairs.
- **Do not move or unplug AV equipment** – ITS will not support the set-up of AV equipment if it has been tampered with.
- **UQ Security (07 3365 1234)** must be contacted for any after-hours access issues.
- Weekend bookings are considered on a case-by-case basis.
- Toilets are located in the adjacent Steele Building (Levels 2 & 3). **Please keep the access door to the bathrooms closed at all times, as it is a designated fire safety door.**
- **No sitting or standing around the pond edge** due to the risk of damage to the wall area.
- If your event is canceled, please inform us promptly to free up the space.
- Spaces cannot be booked from the last two weeks of December through the first week of January.

Event booking approvals

Before booking an event, please review [Planning an Event at UQ](#) for approval requirements and key considerations.

Event organisers may need to provide documentation to UQ's Property and Facilities (P&F).

If you are unsure whether your event requires approval, contact the Events Approval Team at pfassist@pf.uq.edu.au before applying.

Alcohol consumption

Alcohol is permitted on campus with prior approval. The event organiser must submit the PF100 – *Application for Permission to Keep or Consume Intoxicating Liquor on Site*.

Please review [UQ's alcohol policies](#) for steps to apply for approval.

Frequently Asked Questions

How do I book a room?

All requests must be emailed to gci.roombookings@uq.edu.au. Phone bookings are not accepted.

Is there a cost?

Currently, no charge applies, but this is reviewed regularly.

Can I hire additional AV equipment, or additional tables and chairs?

AV equipment must be arranged through [Con-Sol](#). Additional tables and chairs must be hired separately.

Is storage space available for event equipment?

There is no dedicated storage space. If other rooms are not in use, we may allow them to be used for storage on a case-by-case basis. If you hire additional equipment, you **must** be present to receive it upon delivery.

Do you have poster boards available for use?

No, poster boards must be arranged by the event organiser.

**How do I arrange after-hours access?**

Please email security@pf.uq.edu.au in advance.

Are rooms setup for Zoom/Teams?

Rooms 273 and 275 are equipped with AV suitable for online meetings.

Is catering allowed in-room?

Generally, food and drinks are not permitted in rooms to protect carpets and maintain a clean environment. Requests may be reviewed on a case-by-case basis. Catering is allowed in the Atrium.

Can we play music in the Atrium?

Music is generally not permitted during work hours (9AM – 5PM) to avoid disturbing nearby offices.

What should I do in an Emergency?

In case of an emergency, please contact **UQ Security at (07) 3365 3333**. Security is available 24 hours, 7 days a week.

Is there a guest login to use the lectern computer?

Yes, a generic login is available for external visitors.

Username: lecture

Password: lecture

Is guest Wi-Fi available?

Yes, guests can connect to the 'UQ Guest' Wi-Fi using a social login (Gmail, Facebook, LinkedIn). This method helps UQ meet legislative and security requirements. For more information on Wi-Fi access, please visit [UQ's website](#).