GLOBAL CHANGE INSTITUTE (GCI)
LEVEL 2, ROOM BOOKING GUIDELINES

Building Hours
GCI is open from **7.00am to 6.00pm**. For access outside these hours, the **event organiser** must contact **UQ Security** (security@pf.uq.edu.au) in advance.

Booking Priority
Priority is given to **UQ Research** and **Strategic Government and Partnerships** related bookings that align with the University's strategic objectives.

Bookings cannot be accepted for external groups not affiliated with UQ, individual requests for social events, or student clubs/events.

Emergency Procedures
On entering the GCI meeting rooms, please familiarise yourself with the Emergency Procedure guidelines which is located near the entrance to each GCI meeting room.

Level 2 Rooms and Features

ROOM	CAPACITY	FEATURES
Campfire Room (271)	12-15	Zoom Facilities
Collaborative Room (273)	65	Standard Lecture AV Facilities, Zoom/Teams Facility, Lectern, Microphone, 1 Lap and 1 Handheld Microphone, Whiteboards
Seminar Room (275)	65	Standard Lecture AV Facilities, Zoom/Teams Facility, Lectern, Microphone, 1 Lap and 1 Handheld Microphone, Whiteboards
Atrium (277)	200 Standing	Tables and chairs for catering. No AV Facilities.

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

Level 2, Campfire Room (271)

Level 2, Collaborative Room (273)

Level 2, Seminar Room (275)   **Level 2, Atrium (277)**

Booking Guidelines
We reserve the right to decline future room booking requests if the following guidelines are not followed.

Please note: any **"HOLD"** bookings requested must be confirmed within 48 hours or the **"HOLD"** booking will be released.

Return rooms to their original layout
Remove rubbish and rubbish bins, erase whiteboards and return any additional chairs used to the storage cupboards in each room.

Do not move or unplug AV equipment
If ITS support is required, assistance will not be provided if the AV equipment has been tampered with.

After-Hours access issues
Contact **UQ Security (07) 3365 1234)**.

Weekend bookings
Are considered on a case-by-case basis.

Toilet access
Toilets are located in the adjacent Steele Building #3 (Levels 2 and 3). Access to the toilets is through the door (near the main GCI entrance) that joins both GCI and Steele Bldgs. **Please ensure this door is closed at all times as it is a designated fire safety door.**

Green Wall and Pond
Due to potential risk of damage, please refrain from sitting or standing around the pond edge at the bottom of the green wall.

Event Cancellation
If your event is cancelled, please contact GCI Room Bookings ASAP.

End of Year Bookings
Bookings for GCI rooms will not be taken for the last 2 weeks of December and the first 2 weeks of January.

Event Booking Approvals
Before booking an event in GCI, please review **Planning an Event at UQ** for key considerations and any approval requirements, if required.

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. If your event will be providing alcohol, the event organiser should review **UQ's alcohol policies** for information on how 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 annually.

Can I hire additional AV equipment, or additional tables and chairs?
Additional AV equipment must be arrange through **Con-Sol.**

There are no additional tables and chairs available. If these are required that is the event organisers responsibility to organise.

Is storage space available for event equipment?
There is no dedicated storage space. If other rooms are not in use at the time, these may be used for storage on a case-by-case basis.

If additional equipment is required to be hired, the event organiser must be present to receive the delivery.

Poster boards available for use?
There are NO poster boards available. These must be arranged by the event organiser.

In catering allowed in GCI rooms.
Generally, food and drinks are not permitted in rooms.

Requests may be reviewed on a case-by-case basis.

Catering is allowed in the Atrium.

Can music be played in the Atrium?
Due to the close proximity of nearby offices, music is generally **not** permitted during works (9.00am to 5.00pm).

What should I do in an Emergency?
In case of any emergency, please contact **UQ Security on (07) 3365 3333.**

Security is available, 24 hours, 7 days a week.

Is there a guest login to use the lectern computer?
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**.