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

Building Hours
GCI is open from **7.00am to 6.00pm, Monday to Friday.**

If you have an event booked after 6.00pm and concludes prior or after the expected finish time, the **event organiser** must contact **UQ Security** (security@pf.uq.edu.au | Tel 07 3365 1234) to advise of this change.

Weekend Bookings
Weekend bookings are considered on a case-by-case basis.

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 are 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)
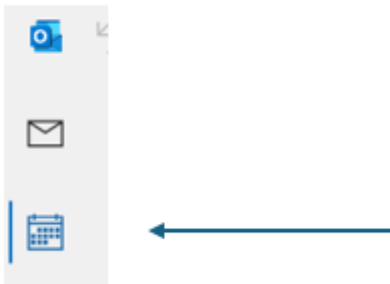

Level 2, Atrium (277)

How to Book

Check the relevant room availability via the Outlook calendar.
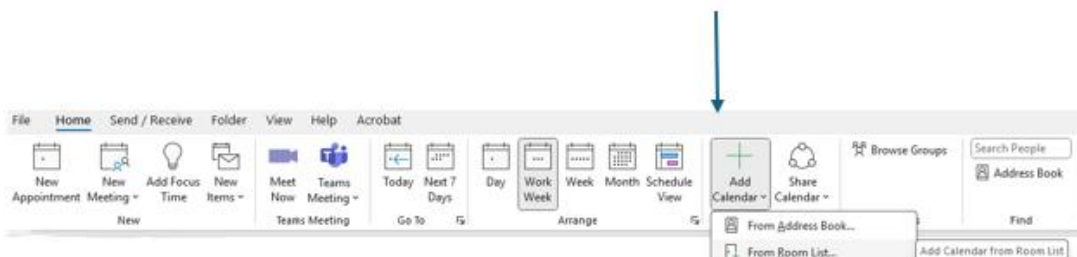
Step 1
In Outlook, click the calendar icon in the left menu.

Step 2
In the "Home" tab, click "Add Calendar" from the ribbon, then select "From Room List…"

Step 3

Search for the room, (eg. 20-271). GCI rooms available for booking are listed below:
- 20-271 Meeting Room
- 20-273 Collaborative room
- 20-275 Seminar Room
- 20-227 Atrium

Step 4

Double click to select the room, then "OK"

Step 5

The room will appear in your list of calendars in the left menu

If you need help, more guidance is available on the ITS website.

Step 6

Once you have determined suitable availability, please email your booking request to gci.roombookings@uq.edu.au, and you will receive email confirmation of your confirmed booking. Phone bookings will not be accepted.

Booking Guidelines

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

Tentative bookings

Any "HOLD" bookings requested **must be confirmed within 48 hours** or the "HOLD" booking will be released.

Return rooms to their original layout

The event organiser is strictly responsible for ensuring the room is returned to its original condition. This includes:
- Removing all left-over catering, all rubbish and rubbish bins
- Erasing all whiteboards
- Returning any additional chairs to the designated storage cupboards in each room

Urgent cleaning fees may be charged if the space is not returned to its original state. Please ensure all tasks are completed thoroughly to avoid charges and maintain access to future bookings.

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

After-Hours access
For event requiring out-of-hour access, we will arrange your access with UQ Security on your behalf.
However, if there are any issues with access on the day, please liaise directly with **UQ Security (07) 3365 1234**.

Please note that if your event concludes prior or after the expected finish time, **the event organiser must contact UQ Security when your event concludes.**

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 Buildings. **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.roombookings@uq.edu.au as soon as possible.

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?
Please refer to the section **How to Book** in these guidelines. Once you have checked the room/s availability, all requests must be emailed to gci.roombookings@uq.edu.au. Phone bookings will not be 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.

Is catering allowed in GCI rooms?

Catering is allowed in the Atrium. However, food and drinks are generally **not permitted in meeting rooms.** We strongly recommend that you book the Atrium for large group catering or contact gci.roombookings@uq.edu.au to discuss any particular catering location request if needed.

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**.