



Meeting Room Request Form

**Royal Australasian College of Surgeons
Queensland Regional Office
Leckhampton House
Level 2, 59 Shafston Avenue
KANGAROO POINT QLD 4169**

Meeting Name: *e.g. Qld State Committee* _____ Specialty: *(if applicable)* _____

Number of Attendees: _____ Date of Meeting: _____ Time of meeting: _____ to _____

Contact Name/s: _____ Contact Number: _____

Email/s: _____

Room Type: *(Please 'x' your choice of room)*

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Conference Room 1
(20+ people) | <input type="checkbox"/> Conference Room 2
(10+ people) | <input type="checkbox"/> Connect Conference
Room 1 + 2
(30+ people) | <input type="checkbox"/> Old State Committee
Boardroom
(20+ people) |
|--|--|---|---|

Room Setup: *(Please 'x' your choice of room setup)*

- | | | | |
|----------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> U Shape | <input type="checkbox"/> Boardroom | <input type="checkbox"/> Classroom
Rows of tables for _____ pax | <input type="checkbox"/> Theatre
Rows of chairs for _____ pax |
|----------------------------------|------------------------------------|--|--|

All Bookings will have Tea, Coffee, Milk and Water provided at no extra cost.

N.B. Catering will come at an extra cost. An administration fee of 20% will apply. If catering is required by you to be coordinated by the Royal Australasian College of Surgeons, please contact us for further details.

Catering *(optional)*

Equipment Required: *(Please 'x' your choice of room setup)*

- | | | | |
|---|---|---|-------------------------------------|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Teleconference Phone | <input type="checkbox"/> Lectern | <input type="checkbox"/> Audio |
| <input type="checkbox"/> Projector/Screen | <input type="checkbox"/> Video Conference | <input type="checkbox"/> Flipchart / Whiteboard | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Other | | | |

More Details:

Signature: _____ Date: _____

Thank you and we look forward to hosting your Meeting/Event.

If any further information is required please contact admin.qld@surgeons.org or 07 3249 2900.