GUIDELINES FOR USE OF MEETING ROOMS
LEVEL 5, BRIAN WILSON CHANCELLERY
& J D STORY BUILDING

These guidelines are for your information and assistance.

- Guidelines for Use of Meeting Rooms and Facilities
- Authorisation for Refreshment Form
- Booking Application Form (for functions other than meetings only).

A floor plan can be faxed upon request (x52201) or (60556)

Please remember to advise us if your meeting has been cancelled as others may wish to use the rooms.

If you notice that anything is damaged, not operating correctly or missing, please ring Room Bookings on 52201, or 60556.

CONTACTS

- Alcohol Permit
- Audio Visual Equipment Hire  Peter Low at ITS  66981
- Audio Visual Issues (inc. Videoconferencing)
  Senate/Academic Board Room & Room 566  AV Services  54033
- Computer Connection Difficulties  AV Services  54033
- Room Bookings  Room Bookings  52201
- Security  General Enquiries  51234
- Telephone Calls (Booking)  Switchboard  9/51111 (Fax 51586)
- Hire of equipment for conference calls (Polycom Facility)  Prentice Building (from April)  52000
USE OF MEETING ROOMS

The meeting rooms on the fifth level of the Brian Wilson Chancellery are primarily for use for meetings of Central University Committees and other approved activities. Meeting rooms in the J D Story building are for approved meeting use.

Meeting rooms may be made available for use by Faculties, Schools and other groups in the University community for meetings; however, priority will be given to bookings for central University committees. There is no cost for use of the meeting rooms. Multiple or block bookings may not be accepted.

Bookings for the meeting rooms may be made by emailing meetings@uq.edu.au, Extension 52201 or Extension 60556

Teaching Space Management must be advised in advance of cancellations or any changes to timing or arrangements for meetings

### MEETING ROOMS

<table>
<thead>
<tr>
<th>Room No</th>
<th>Phone Extension</th>
<th>Capacity</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>560</td>
<td>51331</td>
<td>12</td>
<td>Conference Phone; Wireless internet connection; Network connection with internet access marked &quot;ACTIVE&quot;; Moveable partition; Whiteboard; Manual pull down projector screen.</td>
</tr>
<tr>
<td>563</td>
<td>51335</td>
<td>12</td>
<td>Conference Phone; Wireless internet connection; Network connection with internet access marked &quot;ACTIVE&quot;; Moveable partition.</td>
</tr>
<tr>
<td>564</td>
<td>51336</td>
<td>12</td>
<td>Conference Phone; Wireless internet connection; Network connection with internet access marked &quot;ACTIVE&quot;; Moveable partition; Whiteboard; Manual pull down projector screen.</td>
</tr>
<tr>
<td>565</td>
<td>51328</td>
<td>10</td>
<td>Conference Phone; Wireless internet connection; Network connection with internet access; Whiteboard (behind curtains); Videoconferencing facilities.</td>
</tr>
<tr>
<td>566</td>
<td>51329</td>
<td>20</td>
<td>Conference Phone; Wireless internet connection; Network connection with internet access marked &quot;ACTIVE&quot;; Electronic Whiteboard; Data projector; Manual pull down projector screen.</td>
</tr>
<tr>
<td>Senate/Academic Board Room</td>
<td>51332</td>
<td>144 (20)</td>
<td>Conference Phone; Data projector; Wireless internet access; Visualiser (Document Camera); VCR; DVD, Tape recorder; Microphone; Radio Microphone. Automatic projector screen.</td>
</tr>
</tbody>
</table>

(There is a moveable whiteboard stored in the hallway which is available for use in any of the rooms).

### AFTER HOURS AND WEEKEND BOOKINGS

Please identify any special circumstances that require additional actions to be taken relating to after hours or weekend bookings.

### CONDITIONS OF USE

No activity other than that initially indicated is to be held in the room/s booked and no other facility in the Brian Wilson Chancellery should be used without prior approval.
No objects, notices etc are to be affixed to meeting room walls, furnishing or fixtures. Furniture and equipment are not to be removed from the room in which they are located.

It is the responsibility of the user to arrange modular furniture to suit particular needs and ensure that the furniture is left in its original arrangement before leaving. Chairs and tables must not be removed from the room in which they are located. Rooms must be left tidy after use and all papers and rubbish removed.

Users may be liable for any costs incurred if any additional cleaning (e.g. carpet cleaning, removal of water marks from surfaces etc.) that may be required after a meeting/function or for the repair of any damage caused as well as for replacement costs of any items removed from the area. Academic Facilities retains the right to refuse to accept bookings from users who have not adhered to the guidelines for use of the rooms.

Users booking rooms for other than regular University meetings will be required to complete the Booking Form and nominate an organiser who will be expected to be in attendance during the event and to be responsible for ensuring that these guidelines are adhered to.

**AUDIOVISUAL EQUIPMENT**

If you intend using the audiovisual equipment in the Senate/Academic Board Room it is recommended that you *familiarise yourself with its operation before your meeting commences* to ensure that your laptop is configured correctly.

**IT IS IMPERATIVE THAT YOU PLUG IN THE LAPTOP BEFORE YOU TURN IT ON.**

If, after following these instructions, the projector does not display the information on the computer screen, try pressing the ‘Fn’ key and F8 (at the same time). This will ask the laptop to communicate with the projector.

Contact Room Bookings (52201 or 60556) to find a free time to go over to test your system.

If you have any difficulties with the equipment please ring Peter Low at ITS 66981.

There is also a data projector installed in Room 566. The data projector control panel (JED A/V System Controller) is situated under the window adjacent to the two cables. It has two connections – an audio cable and video graphic array cable.

1. Pull down the projector screen.
2. Plug both connections into the laptop.
3. Press the green button on the control panel to start.
4. When finished press the red button to turn off and unplug the laptop.

Audiovisual equipment for use in other meeting rooms is available for hire from Audiovisual Services (54128).

**VCR/DVD**

The Senate/Academic Board Room has VCR/DVD facilities available. The operation of the system is controlled from the Touch Pad on the desk in front of the screen. *Please note the following important points:-*

1. Use **ONLY** the eject buttons on the VCR/DVD unit. DO NOT TOUCH ANY OTHER BUTTONS. If you do, it will make the system *inoperable*.
2. The icon on the Touch Pad which initiates the VCR/DVD system is the **VCR ICON**.
3. After activating the VCR icon **two rows of buttons appear.** – one on the top of the screen and the other on the bottom.
4. The **TOP** row of buttons is split into two sections. The second section is called **Media Selection**.
   From **Media Selection** choose either DVC or VCR.
5. The first section is called the **DVD Menu Navigation** used in the DVD mode **ONLY**.
6. The **BOTTOM** row of buttons is the **Transport Control** and used for both the VCR and DVD (Stop/Rewind/Play/Fast Forward Pause).
Caution

In DVD Mode when you press the STOP button ONCE the DVD will stop. When the restart button is pressed the DVD will recommence from where it had stopped.

IF YOU PRESS THE STOP BUTTON TWICE AND RESTART THE DVD IT WILL RESTART FROM THE BEGINNING.

COMPUTERS

The BWC has Wireless Internet coverage available, but all rooms have network connection with internet access via the socket clearly labeled ACTIVE.

If you have any doubts about whether your equipment will operate successfully in the rooms it is advisable to arrange for a time when you can test your computer BEFORE the meeting.

If you have any difficulties using the ACTIVE sockets, or accessing the wireless network, please contact Michael from AV on Extension 54033.

MESSAGES

Apologies

Please refer to the front page of your agenda for instructions on how to register apologies for a meeting.

Messages for Meetings in Progress

If you have an urgent message for someone in a meeting please ring Teaching Space Management (52201). A message can be delivered, or alternatively, taken in with the morning or afternoon tea. Committee meetings should not be interrupted except for valid reasons.

OTHER FACILITIES

Fax Machine

Unless directed otherwise by the secretary of your committee, a fax machine is available in Secretariat Services on Level 6 of the JD Story Building.

Photocopier

Unless directed otherwise by the secretary of your committee, emergency photocopying can be arranged with Copying and General Services on Level 5 of the JD Story Building.

PARTITIONS – ROOMS 560/563/564

The movable partitions between rooms 560/563/564 are not to be opened or closed by users. The partitions can only be operated with a key and may be damaged if forced. Academic Facilities will arrange for partitions to be moved to suit the needs of users, providing sufficient notice of requirements is given.

REFRESHMENTS

Food and drink must not be served or consumed in the Senate/Academic Board Room.

Working luncheons and morning and afternoon tea are permitted in the foyer area and other meeting rooms, provided that noise is kept to an acceptable level. The foyer area and other meeting rooms are to be cleared at the end of the booking period, to enable effective use of the facilities by other meeting room users.

Catering may be arranged through Student Union Catering Services or a University College Catering Service.
Permission is required for the serving or consumption of alcohol at luncheons or meetings. Application forms are available from Property and Facilities


Arrangements may be made through Teaching Space Management for tea/coffee/biscuits to be provided for meetings at a small charge to the user. Glasses and cold water are stored in the Kitchen. Access to kitchen facilities will be provided on request.

The rooms on the 5th floor of the BWC are primarily for meetings and should not be used as an entertainment area.

TELEPHONES

The rooms have IQ Interquartz telephones with "Hands Free' operation for conference calls. They are best suited to small groups and one to one use. Wall connections are suitable for all analogue handsets. Adaptors or line cords are available from the Switchboard (52000).

The Switchboard has available for hire a Polycom Facility for use with conference calls. (Phone 52000) to make a booking. Cost is approximately $30.00 per session (morning or afternoon) with the equipment collected and returned from the Switchboard by the user (Room 114, Michie Building) Moving to Prentice Building, April 1st 2011, (x52000). This equipment allows the call to proceed with superior voice quality and does not cut off the speech if a person is trying to interrupt or interact.

If you wish to dial mobiles, STD and IDD you should have a St Lucia PIN number. The cost will be charged to the extension number logged against that PIN. If you do not have a PIN number one can be obtained by contacting the Switchboard (dial extension 9 from St Lucia or 51111 from other sites) BEFORE the meeting.

Off campus users will need to make special arrangements with the Switchboard to obtain a St Lucia PIN number BEFORE the meeting as Off Campus PINS do not work on St Lucia extensions.

Dial 0, then STD/ISD number, wait for special tone, then dial PIN.

Alternatively, you can make prior arrangements through the Switchboard for them to make the connection for you by dialing either the operator on extension 9 (from St Lucia), or 51111 (from other sites) or by faxing details of the call to 51586. If booking the call through the Switchboard you will need an account number to which the service will be charged.

It is suggested that you arrange to visit the room in question to test the system before your conference call if you are at all unsure or if you are a first time user. Contact Teaching Space Management (52201) to find a suitable time.

If a telephone is not working or has been damaged please advise Teaching Space Management (52201).

VIDEOCONFERRING

Room 565 is available for videoconferencing and users should arrange with AV services x54033 regarding operation of the equipment.

The dial in videoconference number is 073 870 9325.

Anyone using the room is asked NOT to move or disconnect the equipment. Also, it should always remain ON. Basic instructions for using the videoconferencing system are:-

- On keypad, press ‘Call/Add’ button and choose site/phone number and press ‘Enter’.
- Or press ‘Call/Add’ to answer displayed message ‘Incoming Videocall’.
- See ‘Far End’ (right hand side) on keypad for camera control.
- To end call, either party may press ‘Hang Up’.
- Please remember to press ‘Hang Up’ button when finished or charges will continue.