

## BOOKING MEETING ROOMS AT THE BHI

*The Queen Elizabeth Hospital*



### BOOKING INFORMATION

The Basil Hetzel Institute for Translational Health Research is pleased to welcome visitors to its facility. The BHI is committed to compliance with Commonwealth and South Australian regulatory authorities. All visitors to the BHI building have a duty to act safely while onsite and abide by all relevant directives.

- Media and Ministerial enquiries and visits should be coordinated according to CALHN Policy.
- Please arrange your booking as soon as practical.
- All access requests should be forwarded to Imogen Ball, BHI Facility Manager (8222 7427 or at [imogen.ball@sa.gov.au](mailto:imogen.ball@sa.gov.au)), in the first instance to check availability.
- Booking should be confirmed using the attached booking form.
- Research activity and internal staff bookings of meeting rooms take priority over visitor requests. However every reasonable effort will be made to accommodate requests.
- ALL visitors must sign the visitor book on reporting to reception.
- The reception is not attended and BHI staff are not able to provide support for your event. Users will need to coordinate guest access, setup, and clean up. The group must organise a contact person to coordinate answering doorbells, receiving catering deliveries, arrange coffee/tea, room set up etc.
- Those attendees with TQEH ID badges will have access to the BHI and hence access to seminar rooms. Other attendees will need to gain entry via the event coordinator.
- All meeting room areas must be left in a neat and tidy condition. Furniture should be returned to its original location and any dishes cleaned and put away.
- After-hours access by visitors is restricted to Ground floor seminar rooms, kitchen, and toilet facilities
- The atrium is not an appropriate environment for private conversations or receiving phone calls as the noise carries throughout the building. A room can be made available for receiving and making mobile phone calls.
- Catering needs to be arranged through an external provider such as Woodville Bun Mee (ph. 8268 4828) or Pulse Coffee (ph. 7080 4694). Please give the event coordinator's details to receive catering deliveries.
- Setup arrangements: Contact the BHI Facility Manager for a temporary access card. A trolley is available for setup. Chairs and seating can be arranged to suit your event, however please return the room to its original, combined room configuration (long table in front of lectern with seminar style seating behind).
- Onsite parking is not available. The BHI is a staff only carpark and access cards are required for entry and exit. Parking is available at TQEH multideck car park (fees apply), on nearby streets (time limits apply) and in the middle of Port Road (various time limits) and unlimited, on street parking is available north of Port Rd.
- Access to laboratories is restricted, please contact Imogen Ball for more information.
- Please don't hesitate to contact Imogen Ball, BHI Facility Manager (8222 7427 or at [imogen.ball@sa.gov.au](mailto:imogen.ball@sa.gov.au)) for any further clarification or queries.

## MEETING ROOM INFORMATION

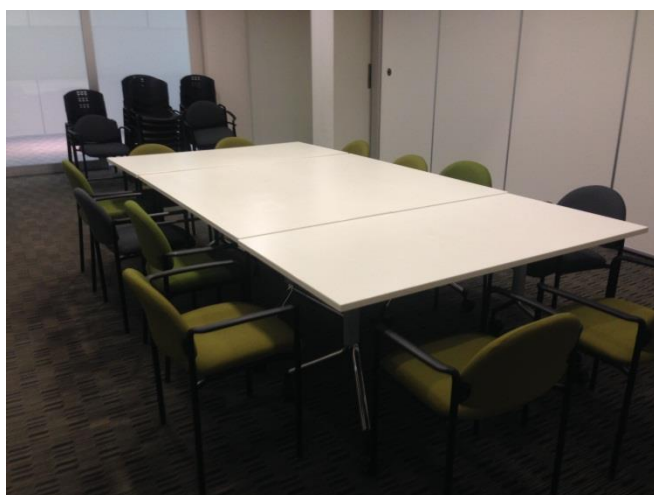
Two meeting rooms, which can open into a large seminar room, are available. The usual configuration is a combined seminar room with a board room style table at the front and seminar seating behind (see picture below). Table and seating configurations are flexible, but should be returned to original position at the conclusion of your event. Extra chairs should be stacked at the rear. Extra tables can be found under the stairwell.

The meeting rooms are equipped with data projection facilities and lectern; you may also access a microphone and speaker or laptop. Meeting rooms have Wi-Fi access on SAHealth HAD (Use SAH-C) and Eduroam for University networks. The meeting rooms are immediately adjacent to kitchen facilities (complete with hot cold filtered water, dishwasher, oven, microwave and fridge). Catering companies have ample space to set up and prepare food. Toilet facilities are also nearby.

- Capacity of single room in 'board room style': approx. 15-20 people (approx. 10 people socially distancing)
- Capacity of single room in 'seminar style' approx. 35 people (approx. 20 people socially distancing)
- Capacity of combined rooms 'seminar style' up to 80 people (approx. 40 people socially distancing)
- Smaller meeting rooms are also available in other areas which are suitable for groups of 2-10 people. Please contact the BHI Facility Manager (ph. 8222 7427) for more information.



Original combined room configuration. *Please return the seminar room to this layout.*



Seminar room 1 'board room style'



Seminar room 2 'seminar style'

## OTHER IMPORTANT INFORMATION

### FIRE/EMERGENCY

All fire/emergency incidents must be reported immediately, contact should be made with: **security services 33#**. In case of an evacuation, proceed immediately to the nearest fire exit and assembly area (located at the southern end of the BHI car park, corner Woodville Road and Simpson Street)

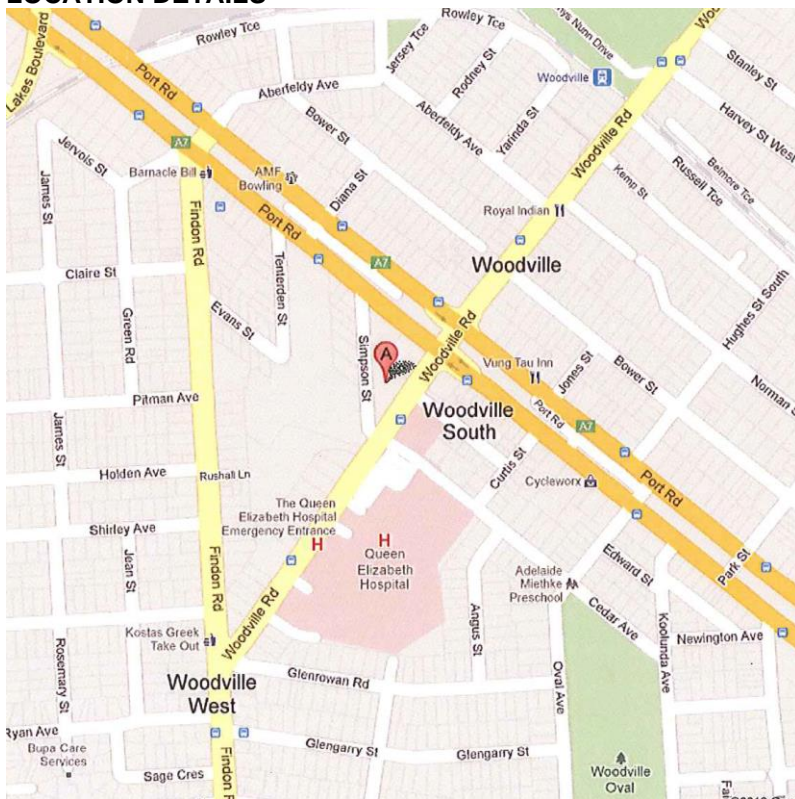
### MEDICAL

For minor problems, first aid assistance is available from the first aid officers and first aid kit. First Aid kits are located in kitchen areas and washup rooms. In a medical emergency contact: **emergency services phone (0) 000 and security services phone 33#**

### SMOKING

Smoking is not permitted within any TQEH property (including outdoor areas such as the car park), buildings, structures, vehicles or designated 'No Smoking' areas.

## LOCATION DETAILS



BHI USE ONLY	
Date booked on Google cal	
Accepted by	
DATE	

## BHI Meeting Rooms

### Request for access to the BHI seminar and meeting rooms



EXTERNAL GROUP DETAILS:		
<b>Name of group:</b>		
<b>Address:</b>		
<b>Contact person details</b> Responsible for greeting guests, clean up and returning furniture to original position	Name:  Email:	Phone:  Mobile phone:
Has the group previously used the BHI facility for training or other research related purposes? YES <input type="checkbox"/> NO <input type="checkbox"/>		
EVENT DETAILS:		
<b>Date of event:</b>		Number of participants expected:
<b>Seminar room/s:</b>	Seminar room 1 <input type="checkbox"/> Seminar room 2 <input type="checkbox"/> Seminar room 1&2 <input type="checkbox"/>	
<b>Time/s:</b>	From      am/pm to      am/pm	
<b>Name of event:</b> <i>(may be displayed on the BHI noticeboard)</i>		
<b>Names and Contact details of staff that will assist in supporting event:</b>		
Refer information sheet for more information. Responsible for greeting guests, clean up and returning furniture to original position	Name:  Email:	Phone:  Mobile phone:
Refer information sheet for more information. Responsible for greeting guests, clean up and returning furniture to original position	Name:  Email:	Phone:  Mobile phone:
Refer information sheet for more information. Responsible for greeting guests, clean up and returning furniture to original position	Name:  Email:	Phone:  Mobile phone:
<b>Will morning tea, lunch or afternoon tea be provided?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Will you require access to room prior (for setup purposes)</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	

Rooms are provided with

- . Data projection facilities
- . Lectern
- . Laptop/s (on request)
- . Whiteboard
- . Microphone and speaker (on request)
- . Wi-Fi access on SAHealth HAD (Use SAH-C) or Eduroam (University networks)
- . Adjacent to kitchen facilities (complete with hot cold filtered water, dishwasher, oven, microwave and fridge). Catering companies have ample space to set up and prepare food.
- . Toilet facilities are also nearby