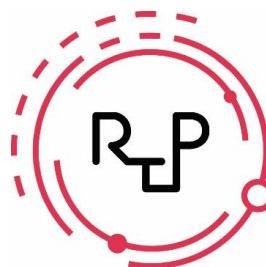


# COUNCIL, COMMITTEE OR GROUP MEETING REQUEST

27 - 29 March 2018 at Brisbane Convention + Exhibition Centre

Once completed, please return to Sarah at ESSA, [sarah.hall@essa.org.au](mailto:sarah.hall@essa.org.au) or fax +61 7 3318 7666 by **27 February 2018**.



RESEARCH TO PRACTICE 2018

27-29 MARCH 2018  
BRISBANE, QUEENSLAND

## Council/Committee/Group details

Name of Council/Committee/Group: \_\_\_\_\_

Contact person: Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## Meeting Details

*Whilst every effort is made to meet your preferred details provided below, please note that all meeting requests are subject to availability. If your preferred is not available, an alternate option will be discussed.*

- Schedule:**
- Tuesday, 27 March 2018
    - 12:45pm – 1:15pm
    - 5:30pm – 9:00pm
  - Wednesday, 28 March 2018
    - 12:45pm – 1:15pm
  - Thursday, 29 March 2018
    - 6:00am – 8:30am
    - 12:45pm – 1:15pm

- *No other times available. If pre or post conference dates are preferred, please use [Meeting Request – Pre/Post](#)*
- *Set date and times will be confirmed to you. We ask that these are strictly adhered to, to ensure smooth running of conference program, thank you.*

Estimated **number** of people attending: \_\_\_\_\_

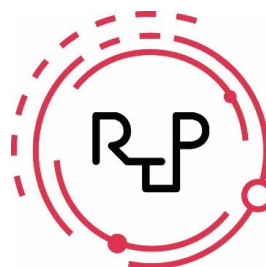
Meeting name for signage: \_\_\_\_\_

## Catering

6:00am – 8:30am session	12:45pm – 1:15pm session	5:30pm – 9:00pm session
<input type="checkbox"/> Arrival tea & coffee <input type="checkbox"/> Buffet Breakfast <input type="checkbox"/> Plated set Breakfast <input type="checkbox"/> Other:	Nil available. All catering will be via the conference	<input type="checkbox"/> Arrival tea & coffee <input type="checkbox"/> Hot and Cold Canapés <input type="checkbox"/> Platter of hot savory items or similar <input type="checkbox"/> Buffet Dinner <input type="checkbox"/> Alcoholic beverages <input type="checkbox"/> Soft drinks <input type="checkbox"/> Other:

# COUNCIL, COMMITTEE OR GROUP MEETING REQUEST

Continued



RESEARCH TO PRACTICE 2018

27-29 MARCH 2018  
BRISBANE, QUEENSLAND

## Set Up

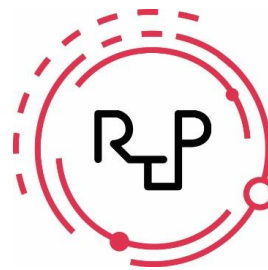
6:00am – 8:30am session	12:45pm – 1:15pm session	5:30pm – 9:00pm session
Theatre (rows of chairs only facing to front of room)	Theatre (rows of chairs only facing to front of room)	<input type="checkbox"/> Theatre (rows of chairs only facing to front of room) <input type="checkbox"/> Boardroom <input type="checkbox"/> Cabaret (round tables with 8 people per table, all facing to front of room)  <i>Selected rooms will only have Theatre style available.</i>

## Audio Visual

6:00am – 8:30am session	12:45pm – 1:15pm session	5:30pm – 9:00pm session
<p>The below AV will be available:</p> <ul style="list-style-type: none"> <li>• Data Projector &amp; Screen</li> <li>• Lectern</li> <li>• Microphone</li> </ul> <p>NB:</p> <ul style="list-style-type: none"> <li>• Any presentations must be loaded to the network computer at least 4 hours prior to session.</li> <li>• Presentation to be PPT or Prezi only.</li> <li>• You are unable to use your own computer/s.</li> </ul>	<p>The below AV will be available:</p> <ul style="list-style-type: none"> <li>• Data Projector &amp; Screen</li> <li>• Lectern</li> <li>• Microphone</li> </ul> <p>NB:</p> <ul style="list-style-type: none"> <li>• Any presentations must be loaded to the network computer at least 4 hours prior to session.</li> <li>• Presentation to be PPT or Prezi only.</li> <li>• You are unable to use your own computer/s.</li> </ul>	<p>Selected rooms will have the below AV available:</p> <ul style="list-style-type: none"> <li>• Data Projector &amp; Screen</li> <li>• Lectern</li> <li>• Microphone</li> </ul> <p>NB:</p> <ul style="list-style-type: none"> <li>• Any presentations must be loaded to the network computer at least 4 hours prior to session.</li> <li>• Presentation to be PPT or Prezi only.</li> <li>• You are unable to use your own computer/s.</li> </ul> <p>Other AV required (please list):</p>

# COUNCIL, COMMITTEE OR GROUP MEETING REQUEST

Continued



RESEARCH TO  
PRACTICE 2018

27-29 MARCH 2018  
BRISBANE, QUEENSLAND

## Marketing

Is this meeting an open forum that ESSA members, accredited persons and conference delegates can attend?

- Yes                       No

Do you wish this meeting to be made public to the ESSA members, accredited persons and conference delegates via the conference website and be listed on the conference mobile app?

- Yes                       No

Do you wish this meeting to be made public to the ESSA members and accredited persons via one of the regular eNews or eConference distributions?

- Yes                       No

*Please note that information will be required by our marketing team by the required deadline*

*Please note that any other marketing of this meeting is the responsibility of the council/committee/group.*

## Financial

What is your budget for this meeting: \$ \_\_\_\_\_

What does the above budget amount include:     All costs  
    Audio Visual  
    Catering  
    Other: \_\_\_\_\_

Please note

- Selected rooms hire charges will be paid for by Research to Practice 2018
- All costs incurred for this meeting will be advised to you in writing
- Approval is required for all expenses before bookings will be made
- All costs are the responsibility of the council/committee/group. If you are unsure of your available budget, please speak to your ESSA staff representative.
- A tax invoice will be provided to the council/committee/group and payment is required within 7 days

## Contact

Exercise & Sports Science Australia  
Locked Bag 4102  
Ascot Qld 4007, Australia  
Ph: +61 7 3171 3335  
Fx: +61 7 3318 7666  
Em: [Sarah.Hall@essa.org.au](mailto:Sarah.Hall@essa.org.au)  
[www.researchtopractice2018.com.au](http://www.researchtopractice2018.com.au)

