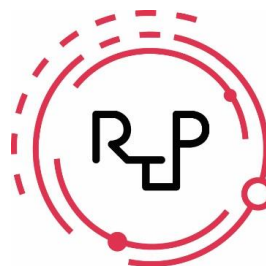


COUNCIL, COMMITTEE OR GROUP MEETING REQUEST

Pre/Post Conference at Brisbane Convention + Exhibition Centre only



RESEARCH TO PRACTICE 2018

27-29 MARCH 2018
BRISBANE, QUEENSLAND

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

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.

Preferred **schedule**: Date: _____

If 27, 28 or 29 March 2018, please use [Meeting Request - Conference](#)

Start time: _____ am/pm

Finish time: _____ am/pm

Estimated **number** of people attending: _____

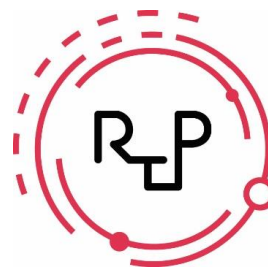
- Preferred Room **Set Up**:
- Theatre (rows of chairs only facing to front of room)
 - Classroom (rows of chairs with tables facing to front of room)
 - Boardroom
 - Cabaret (round tables with 8 people per table, all facing to front of room)

- Audio Visual** Requirements:
- Data Projector & Screen
 - Lectern
 - Microphone
 - Flipchart with Pens
 - Whiteboard with Pens
 - Other: _____

- Catering**:
- Buffet breakfast
 - Plated set breakfast
 - Arrival tea & coffee
 - Morning tea
 - Buffet lunch with softdrinks
 - Platter of assorted sandwiches and wraps
 - Afternoon tea
 - Hot and cold canapés
 - Platter of hot savory items or similar
 - Buffet dinner
 - Plated set dinner
 - Alcoholic beverages
 - Soft drinks
 - Other: _____

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 other interested parties can attend?

- Yes No

Do you wish this meeting to be made public to the ESSA members 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

- 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
www.researchtopractice2018.com.au

