

Where	Name of Venue	Seats	Equip Available	Tea/Coffee Facilities	Contact Name/No
<b>Shaw House</b>	<b>Training Room</b> <i>(Bookings by e-mail only)</i>	20	Laptop, projector, Whiteboard	Kitchen	Sue Russell ERC Secretary
	<b>Conference Room</b>	10	Whiteboard	No Kitchen	<b>9347 6773</b>
(Training courses have priority over these rooms) Other Meetings may have to be cancelled to accommodate training)					
<b>Moore House</b>	<b>Executive Board Room</b>	25	Overhead projector, Electronic Whiteboard TV and VCR Teleconferencing	Kitchen Opposite	Kathy Ayres Exec Sec.
	<b>Computer Room</b> (Training Room)		Computers	No Kitchen	<b>9347 6644</b>
<b>Fitzroy House</b>	<b>Conference Room</b>	20	Video Conferencing Teleconferencing Whiteboard	No Kitchen	Tricia Miller Receptionist  <b>9347 6606</b>
<b>Gascoyne House</b>	<b>Seminar Room 1</b>	18	Overhead Projector Whiteboard	Kitchen – Tea Making Facilities	Bessie Kwan Or Ann Wells  <b>9347 6708</b>
	<b>Seminar Room 2</b>	18	Video Conferencing		
	<b>Seminar Room 3</b> <i>(Lecture Style)</i>	To 45 Rows	Internet		
<b>CCRN</b>	<b>Conference Room</b>	15	Projector Screen, No Phone or projector	Kitchen	Lorraine Bahri  <b>9347 6429</b>
<b>Anderson Hall</b>	<b>Is kept set up for the Do Drop in Café</b> 2 x Tables together with 8 Chairs around each group x required no.	64 Max	<b>Request Equipment</b>	No Kitchen	Order Form on Intranet <b>DDI format is to be used</b> where- ever possible  Pam Mikus  <b>9347 6618</b>
	<b>Theatre</b> Chairs in rows of 12 with Aisle in the centre x reqd. No's of rows- max of 90 Chairs	90 Max	Laptop, Data Projector DVD/VCR, TV O/Head Projector, Slide Projector Whiteboard		
	<b>Board Room</b> Large Table with chairs		No Video Conferencing		
<b>Hall</b> Clear Floor	Stack Chairs & Tables at side & Back of hall				
<b>DeGrey House</b>	<b>Training Room</b> Only half the room can be used as other half is not to be altered	25	Overhead Projector	Small Kitchen  No Toilet Facilities	Judy Boag  <b>9347 6866</b>

**TRAINING / MEETING VENUES – OTHER SITES****Page 2**

Where	Name of Venue	Seats	Equip Available	Tea/Coffee Facilities	Contact Name/No
<b>Osborne Park Older Adult</b>	<b>Conference Room</b>	30	Electronic Whiteboard, Video Conference Equip, laptop & projector avail (need to book these) phone point, computer point	No Kitchen however urn -tea/coffee cups	Liz O'Brien Admin Assist. <b>9346 8320</b>
	<b>Interview Room</b>	6	None	None	
<b>Sir Charles Gairdner</b>	<b>Andy Zorbas Lecturer Area</b>	40	Open area surrounded by offices. Screen & Facilities for Overhead Projector	No Kitchen None	Jo Treby <b>9346 2100</b>
	<b>Meeting Room</b>	12	Not available for bookings	Kitchen	
<b>Selby</b>	<b>Conference Room 1</b>	20	Video Conference	No Kitchen	Margaret Payne <b>9383 0837</b>
	<b>Conference Room 2</b>	15	N/A		
	<b>Conference Room 3</b>	30	N/A		
<b>Swan</b>	<b>Sheok</b>	35	This room is unavailable for bookings		Hillary Quinlan
	<b>Conference Room</b>	15	Video Conferencing	Kitchen	<b>9383 0837</b>

