



2019 ESSA INNOVATION & PRACTICE FORUM

4 - 5 MAY 2019, MELBOURNE, VIC

COUNCIL, COMMITTEE OR SPECIAL INTEREST GROUP MEETING REQUEST

4 - 5 MAY 2019, PULLMAN MELBOURNE ALBERT PARK

Once completed, please return to Sarah at ESSA, sarah.hall@essa.org.au or fax +61 7 3318 7666 by 29 March 2019. **One form per meeting please**

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:

- Saturday, 4 May 2019
 - 12:45pm – 1:15pm
 - 6:30pm – 9:00pm
- Sunday, 5 May 2019
 - 6:00am – 8:30am
 - 12:45pm – 1:15pm

- *No other times available. If pre or post Forum dates are preferred, please contact Sarah directly on sarah.hall@essa.org.au*
- *Set date and times will be confirmed to you. We ask that these are strictly adhered to, to ensure smooth running of Forum program, thank you.*

Estimated **number** of people attending: _____

Meeting name for signage: _____

Catering

6:00am – 8:30am session	12:45pm – 1:15pm session	6:30pm – 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 Forum	<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:

MEETING REQUEST (CONTINUED)

Set Up

6:00am – 8:30am session	12:45pm – 1:15pm session	6:30pm – 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 <i>Selected rooms will only have Theatre style available.</i>

Audio Visual

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

Marketing

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

- Yes No

Do you wish this meeting to be made public to the ESSA members, accredited persons and Forum delegates via the Forum website and be listed on the Forum 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 eForum 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.

MEETING REQUEST (CONTINUED)

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 the 2019 ESSA Innovation & Practice Forum
- 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

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