

Animal Health Australia

MEETING FACILITIES

Animal Health Australia (AHA) has a new Board Room and meeting room (Roseby Room – named in remembrance of Tim Roseby, a former AHA Director who played a key role in the Company’s establishment).

As a service to AHA Members and stakeholders, these meeting rooms will be made available free of charge, for a trial period of 12 months.

The meeting facilities are next door to the AHA offices, but with a separate entry (see attached floor plan).

The Board Room will comfortably accommodate a maximum of 20-22 people and the Roseby Room a maximum of 6-8.

TERMS AND CONDITIONS

Bookings

Bookings can be made a maximum of four weeks before the scheduled meeting date.

Access

Access time will be 8.00am to 5.00pm on business days.

Availability

Applications must be made using the attached application form which should be emailed or faxed to AHA (aha@animalhealthaustralia.com.au or fax 02 6232 5511).

It must be clearly accepted and understood that AHA meetings will take precedence, and applicants should check AHA’s Corporate Calendar (http://www.animalhealthaustralia.com.au/news_events/corporate_calendar.cfm) for meetings already booked. In the event that an AHA meeting has to be organised at a time/date that clashes with an ‘outside’ meeting, it will be necessary for that organisation to make alternative arrangements. (AHA will make every effort to ensure that such clashes are avoided. In such an event, the meeting organiser will be advised at the earliest opportunity.)

Equipment

The following equipment is available for use:

Board Room

- Electronic whiteboard with printer
- Data projector with computer and screen
- Conference telephone, portable (charged at cost for lengthy calls)
- Small TV with video

Roseby Room

- Electronic whiteboard
- Conference telephone (as above)
- Small TV with video

Catering

AHA will provide tea, coffee and sugar for your use free of charge. Organisers will be required to supply their own milk, fruit juice, mints, etc. Spring water is available for your use.

Arrangements for lunches, morning and afternoon teas will be the responsibility of the meeting organiser. A list of caterers used by AHA is attached. Plates, cups, glasses, jugs, cutlery are all supplied.

Parking

There is limited parking around Royal Life Saving House, most parking is only 1-2 hours. Attendees are advised to travel by taxi.

OH&S

Emergency evacuation procedures are displayed in the meeting area. Please ensure that these are read and understood by all meeting participants.

Enquiries for meeting participants

All enquiries by meeting participants regarding an 'outside' meeting must be handled by the nominated contact person(s) for that organisation. It is important that this information is provided to everyone involved in that meeting.

It will be appreciated if any telephone messages for meeting attendees (phoned into AHA) are kept to an absolute minimum.

Meeting conclusion

At the conclusion of each meeting, the rooms are to be left in a neat, clean condition – with all chairs neatly placed, data projector and computer shut down, papers removed, glasses, cups, jugs, plates and cutlery placed in the dishwasher. Do not attempt to adjust or switch off the air conditioning, nor arm the security system. Please advise the AHA receptionist when everyone has left.

Mike Bond
Chief Executive Officer
13 March 2009

Attached: Application Form, List of caterers, Floor plan

Animal Health Australia – Meeting Facilities Application Form

_____ would like to book the Animal Health Australia:

(Organisation Name)

- Board Room
 Roseby Room

Date: _____

Meeting name: _____

Number of participants: _____

Meeting start time: _____

Meeting finish time: _____

What time do you expect participants to start arriving: _____

Meeting organiser: _____ Telephone: _____

Email: _____

Contact person on the day: _____ Telephone: _____

Email: _____

Equipment needed:

- Data projector and computer
 Conference telephone
 Electronic whiteboard
 TV and video

Will you be organising catering? Yes/No

Caterer's name: _____ Contact phone: _____

Signed: _____ Date: _____

Email or Fax your completed application form
aha@animalhealthaustralia.com.au / 02 6232 5511

Catering

Animal Health Australia has used the following caterers and has found them very reliable. The notes are purely our observations.

Swirl Catering: <http://www.swirlcatering.com.au/browse.php?cat=11>

Swirl provides a very good service, with excellent food. There are a large variety of packages available including meat and salad packages. Catering is not overly generous but certainly sufficient if correct numbers are catered for.

A Taste of Honey: <http://www.atasteofhoneycatering.com/>

A Taste of Honey provides simple sandwiches, quiches and fruit and cheese plates. Catering is very generous for the price.

Sitting Ducks: <http://www.sittingducks.com.au/>

Sitting Ducks provides a very good service, with excellent food. There are a variety of packages to choose from. Catering is not overly generous but certainly sufficient if correct numbers are catered for.

Animal Health Australia

2nd Floor, Royal Life Saving House
26-28 Napier Close DEAKIN ACT 2600

Telephone: 02 6232 5522

