

TRI Audio Visual Support Request Form

Please use this form to confirm the IT/audio visual requirements for your upcoming event at TRI. This will allow us to provide the support needed for your event.

Completed forms should be returned to events@tri.edu.au

All requests must be submitted **at least 10 business days** prior to your event.

Contact Details for the Event Organiser

This is the person responsible for delivering the event, who will be responsible for any costs incurred and for ensuring the event spaces are left in a satisfactory state.

Name _____ Work Phone _____

Email _____ Mobile Phone _____

Event Details

Event Name _____

Event Date/s _____ Event Timings _____

Venue/s Auditorium Atrium Room 2003
 Room 2004 SPARQ-ed Classroom Boardroom

Additional IT Equipment (please note additional mics available in Auditorium only)
 _____ Lapel Microphones (5 available) _____ Zoom Webinar Licence (1 available)
 _____ Roving Microphones (2 available) _____ Event WiFi
 _____ Clickers (2 available)

Will the event be: In person only Online only Hybrid

If your event is hybrid or online, what video conference program will be used? e.g. Zoom _____

How many speakers/presenters will be in the room? _____ How many speakers/presenters will be online? _____

If you have presenters joining online please provide a list of their names and email addresses _____

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Event Details continued

Will there be any videos or non-standard media used throughout your event? Yes No If yes please provide details _____

Will there be an in-room panel discussion? Yes No

External AV Equipment (Conditions)

We understand that on some occasions you may wish to bring in your own audiovisual/IT equipment for your event, however the inbuilt AV system and infrastructure in our event spaces is quite complex. If you do wish to use your own audiovisual/IT equipment please confirm that you understand and accept the following conditions:

- TRI offers no guarantees, and it is unlikely, that your equipment will function in our environment.
 - While connecting and disconnecting the A/V system, a TRI IT Staff member must be present and you may be charged for this.
 - We require at least 10 business days notice if you wish to bring in your own audiovisual/IT equipment.
- I understand and accept the conditions listed above.**

Assistance and Acknowledgement

Please select the level of service required for your event.

- I do not require an IT presence for my event.
- I only require assistance to set up for my event.
- I require assistance for the duration of my event.

Please note: 20 minutes of IT assistance is available to help set up the AV System in your booked room prior to your event, during normal business hours, 8:45am – 5:00pm. If you require additional assistance, or require assistance outside of these hours, you may be charged a fee.

If a technician is not contracted for your event, but AV issues occur on the day, AV support can be contacted via the phone number listed on the AV screen at the lectern. If required, and the team has capacity, a technician may be sent to resolve the issue, otherwise a technician will assist over the phone. During business hours a delay may occur due to a technician not being on standby at the event. Outside of business hours, unless contracted, the IT team is unable to offer assistance.

I acknowledge that the above details are accurate at the time of submission and that if any details change I will notify TRI immediately.

I acknowledge that any last minute changes or requests may not be able to be accommodated.

Name (please print): _____

Signature: _____ Date: _____

