

GUIDE

Holding an Event at TRI





Welcome to the Translational Research Institute Australia

A haven of medical research since 2012, TRI is a hub of ground-breaking translational discoveries. Minutes from the Brisbane CBD and housed in an award-winning building by Donovan Hill and Wilson Architects, these are our event spaces available to hire.

Please note as we are not a dedicated conference facility, we do not have event management staff on hand and some expected services may require additional setup. To ensure your event at TRI runs smoothly, we advise that you should source your own event management personnel. Security, car parking, cleaning and an on-site AV technician are available for an additional charge and on request.

The following guide will assist you to ensure your event is a success and that all TRI policies are followed correctly. Please ensure that you read through the information provided and you have completed the event brief prior to your event.

Useful Contacts

TRI Events:
events@tri.edu.au

TRI Security:
x37733 /
+61 7 3443 7733
0428 310 632
security@tri.edu.au

TRI Reception:
x37000 /
+61 7 3443 7000
reception@tri.edu.au

TRI AV:
it_requests@tri.edu.au

Emergency Details

- The event organiser understands in case of an emergency they should contact TRI Security on x37733 / 3443 7733 / 0428 310 632.
- Security, reception, scientific services, and WHS staff on the TRI site are qualified in basic first aid.
- The first aid room for the TRI site is located on Level 2 next to the bathrooms (please see Security to gain access).
- Defibrillators are located in the Level 2 first aid room (2021) and in the level 7 resource room (7039 - head to the right after exiting the lifts). No training is needed to operate an AED.

For a life-threatening medical emergency, call 000 (or 0 000 from an internal TRI phone). Clearly state the nature of the incident, and your location (address, floor, room, phone number). Have someone else call TRI security on x37733 / 3443 7733 / 0428 310 632.



Venue

Furniture requirements and movement

TRI can provide a number of furniture items as a part of your booking. It is the booker's responsibility to complete the **TRI Event Brief** by the required date. Items requested by the hirer will be delivered to the event space, however it is the booker's responsibility to set up and arrange items.

It is the client's responsibility to arrange for the hire of any additional furniture or equipment required and utilise their own or contracted staff to set up and pack up these items.

Furniture set up (safety information)

Furniture set up involves manual handling and must be carried out in a safe system of work. It is your responsibility to ensure that the safe system of work is understood and applied by anyone setting up furniture and equipment for events.

Cleaning

Venues used for an event must be left clean and in the original state. The booker is responsible for the final state of the venue and should not assume that caterers will do it all. Additional cleaning and additional bins can be arranged through events@tri.edu.au.

Charges

You may be charged to use some of the services and equipment. Charges are quoted on a case-by-case basis.

AV / Presentation format

The recommended presentation format is a PowerPoint and should be widescreen. It is recommended that all speakers provide presentations to the event organiser prior to the event or bring the presentation on a USB on the day.

Conference Wi-Fi

If needed, conference Wi-Fi can be organised for all guests to access during the event. This service is offered at no extra cost. Alternatively, the Eduroam wireless network is available at TRI. For instructions and assistance on how to connect to eduroam, visit www.eduroam.edu.au/eduroam-for-users/ or reach out to your institute's IT support group.

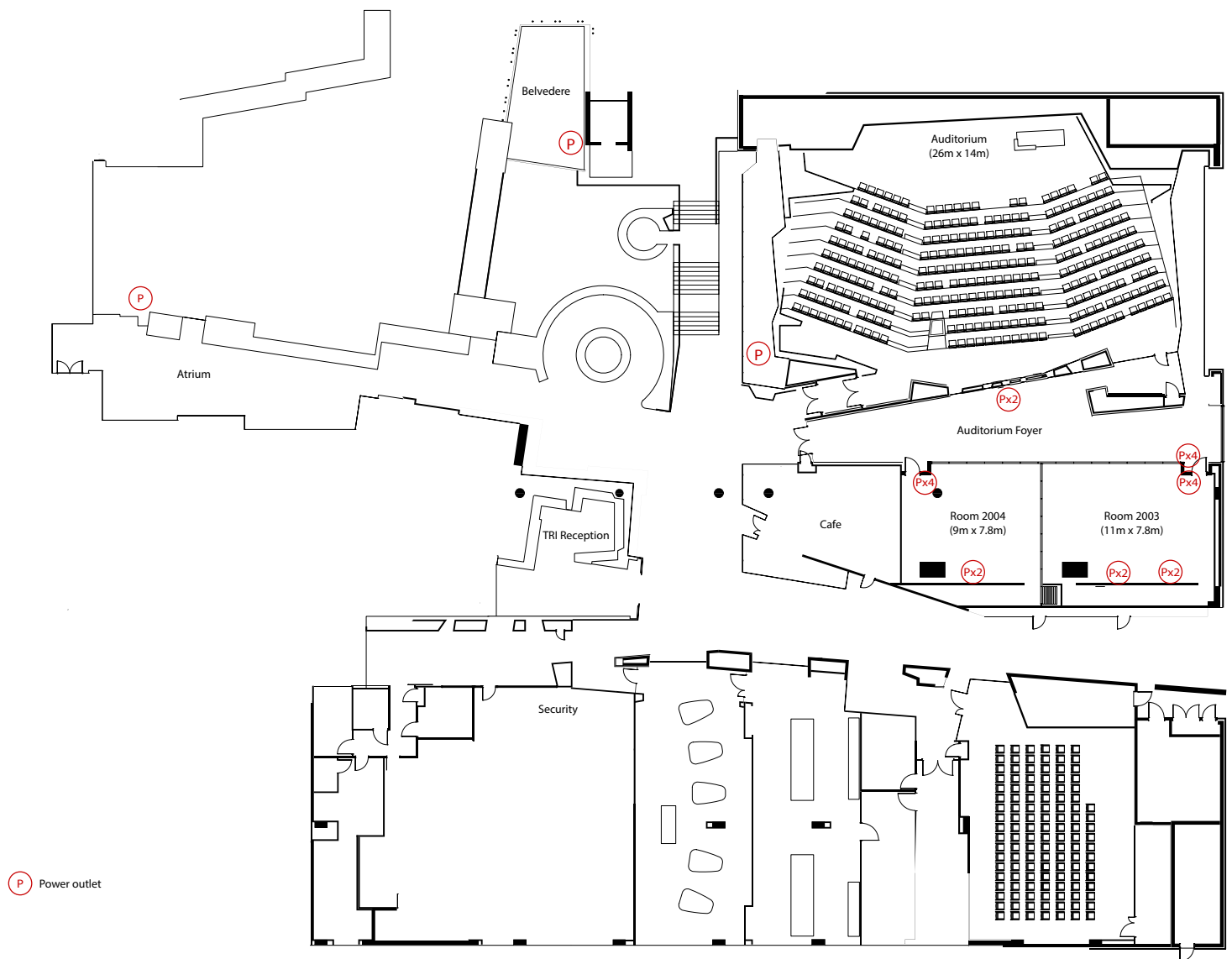
Note: This is not required if Wi-Fi is only needed for presenters as this can be accessed via the desktop on the lectern.

Prayer room availability

The nearest prayer room is located adjacent to the main foyer of the PA hospital and is available for use 24 hours/day.



Venue Map





Event Catering at TRI

Where can I have food/drink at TRI?

Food and drink can only be consumed in the designated eating spaces. These include the Atrium and Auditorium Foyer on Level 2; the Staff Lounge and Staff Terrace on Level 7; and in the tearooms on each floor. Absolutely no food or drink, except bottled water, is permitted in the Auditorium and the Seminar Rooms.

Where can I have catering for an event at TRI?

TRI has designated catering spaces on Levels 2 and 7 that are suitable for your catered event or meeting. An event application is required if you intend to use any spaces for catering.

Does TRI have kitchen facilities/allow cooking onsite?

TRI does not have cooking/kitchen facilities onsite. Self-contained portable electric ovens or food warmers supplied by the caterers can be used in the Atrium area; however, any cooking with BBQ's, deep fryers, open style fry pans or wood fired pizza ovens etc. is not permitted due to the potential issues of smoke being drawn into the building AHU's.

Can I hire a catering company for my event?

Yes. TRI has no objection to external catering companies being utilised for functions at TRI.

You will be required to inform TRI of the details regarding your caterer. This is important for planning, WH&S and security purposes.

Does TRI use any specific catering companies?

TRI regularly uses the following caterers:

- Catalyst Catering (co-located with TRI): www.cafecatalyst.com.au

- Wine & Dine'm: www.winendinem.com
- AbFab Catering: www.abfabcatering.com.au
- Piccalilli Catering: www.piccalilli.com.au
- FigJam & Co: www.figjamandco.com.au

What is the procedure for the delivery of catering supplies and equipment?

All catering supplies and equipment—food, drink, serving and cooking equipment, tables, etc.—must enter TRI via the Level 2 pedestrian entrance, on Diamantina Road West (off O'Keefe St, PAH Gate 4 Ipswich Road).

The Kent Street loading dock must not be used for delivery of food and catering equipment unless you are instructed to do so by TRI.

The correct place to un/load supplies and equipment is the loading bay, which is **next to the bollards, on the right-hand side of the TRI drive-through, just south of the opening to the breezeway** (pedestrian entrance to TRI). Vehicles may stop for a maximum of 10 minutes in the loading bay, and must park such that other vehicles may enter and exit the drive-through unencumbered.

Please ensure that your caterer contacts TRI Reception staff on arrival. Food may be transported to Level 7 via the passenger lifts. However, catering furniture and equipment must be transported via the goods lifts—a security escort will be arranged by Reception staff.

Delivery and collection of catering supplies and equipment must be pre-arranged. This is especially important if outside normal business hours (8:00am-5:00pm).

Do catering staff need to undergo induction training?

Catering staff are currently not required to undergo an induction.



Alcohol Policy and Cleaning

Can I serve alcohol at TRI?

Yes, subject to approval by the Chief Executive Metro South Health. TRI's consumption and non-sale of alcohol policy is to be observed at all TRI events. Organisers planning an event which includes the service of alcohol will need to submit a completed application.

Alcohol may only be served and consumed in the following spaces—Atrium, Auditorium Foyer, Level 7 Staff Lounge and Terrace. No alcohol is to be served or consumed in offices or meeting rooms.

The sale of alcohol at TRI is prohibited (TRI is not a licensed venue).

All events at TRI where alcohol is served are required to comply with all state and federal laws, and observe responsible services of alcohol requirements.

If alcohol is to be consumed, no entry to labs is allowed.

Please submit all approvals at least 10 working days prior to your event.

Who is responsible for cleaning up?

The event owner is responsible for making sure the event space is clean, including:

- returning all furniture to its original location
- depositing all waste into the provided waste bins
- cleaning up all surfaces and spills, and
- reporting any damage or difficult cleaning to TRI Reception.

A penalty cleaning fee may apply if facilities are in an unsatisfactory state **upon conclusion of your event and will be charged by** the issue of an invoice.



Parking

Car parking

A maximum of x2 parking bays are available for use for each event from 8am to 5pm. Please provide the name and contact number of the driver and registration details of the car to book a space.

TRI is located on the PA Hospital Campus. There are a number of paid parking options available when visiting TRI:

- The Point parking multi-storey car park is located on the hospital campus on the corner of Ipswich Road and O'Keefe Street. Entry to this car park is off Ipswich Road. For more details please [click here](#).
- The PA Parking multi-storey car park is located opposite the hospital on Ipswich Road. Entry to this car park is off Wolseley Street. There is a link-way over Ipswich Road and then a short walk to the main foyer of the hospital. For more details please [click here](#).
- Casual paid parking at PACE (Pharmacy Australia Centre of Excellence) applies 24 hours a day. For more details please [click here](#).
- Street parking is available on Kent Street and Cornwall Street.

DIRECTIONS TO TRI

37 Kent Street, Woolloongabba, Qld 4102

Ph: +61 7 3443 7000 | E: info@tri.edu.au | www.tri.edu.au





Essential Housekeeping Notices

These are to be read by the MC at the commencement of the event

- Food and drink are not permitted inside the Auditorium or Seminar Rooms. Bottled water may be consumed inside the rooms but must be placed on the floor or in a bag and not on timber lecture tablets. Other food and drink must remain inside your bag for the duration of the session.
- The emergency exits are: *[point to emergency exits]*
 - In the event of an alarm STOP WORK – If nearby collect your belongings
 - Proceed to the nearest emergency exit (green signs) which will take you to the atrium area
 - Follow the instructions of the fire wardens (wearing a labelled yellow or red hard hat) or security staff
 - Proceed down the orange path to the TRI evacuation meeting area – the grassy hill on Kent Street between TRI and the UQ PACE building
 - Remain at the evacuation meeting point until the Area Warden (white hat) or your Floor Warden tell you it is safe to return
- Bathrooms are located down the corridor to the immediate left of the Reception entrance as you are facing it.
- Please note, there is no entry to TRI facilities except via a swipe card. If you need to enter the building and you do not have a swipe card, you must be signed in as a guest at Reception and be accompanied by a TRI staff member.
- During breaks please avoid utilising Catalyst Cafe's facilities.
- If there is a meal break during the session, please reiterate—
 - All food and drink must be consumed outside, including Catalyst/other takeaway coffees



Fire Evacuation Maps

TRI Auditorium:

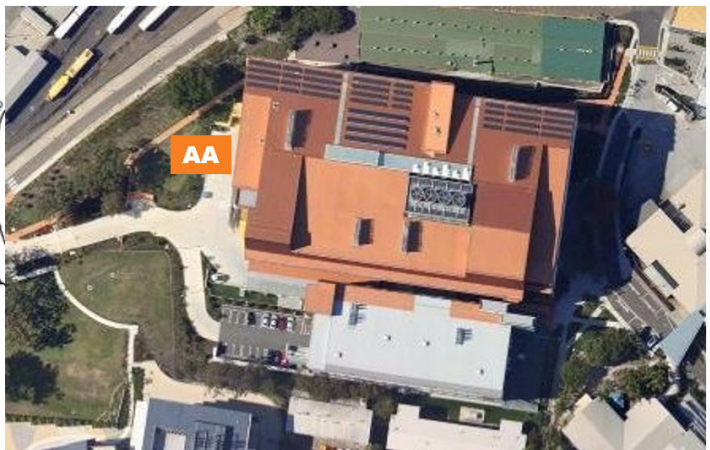
EXIT PROCEDURE

Rows 1 - 5 to exit through the bottom door

Rows 6 - 10 to exit through the top

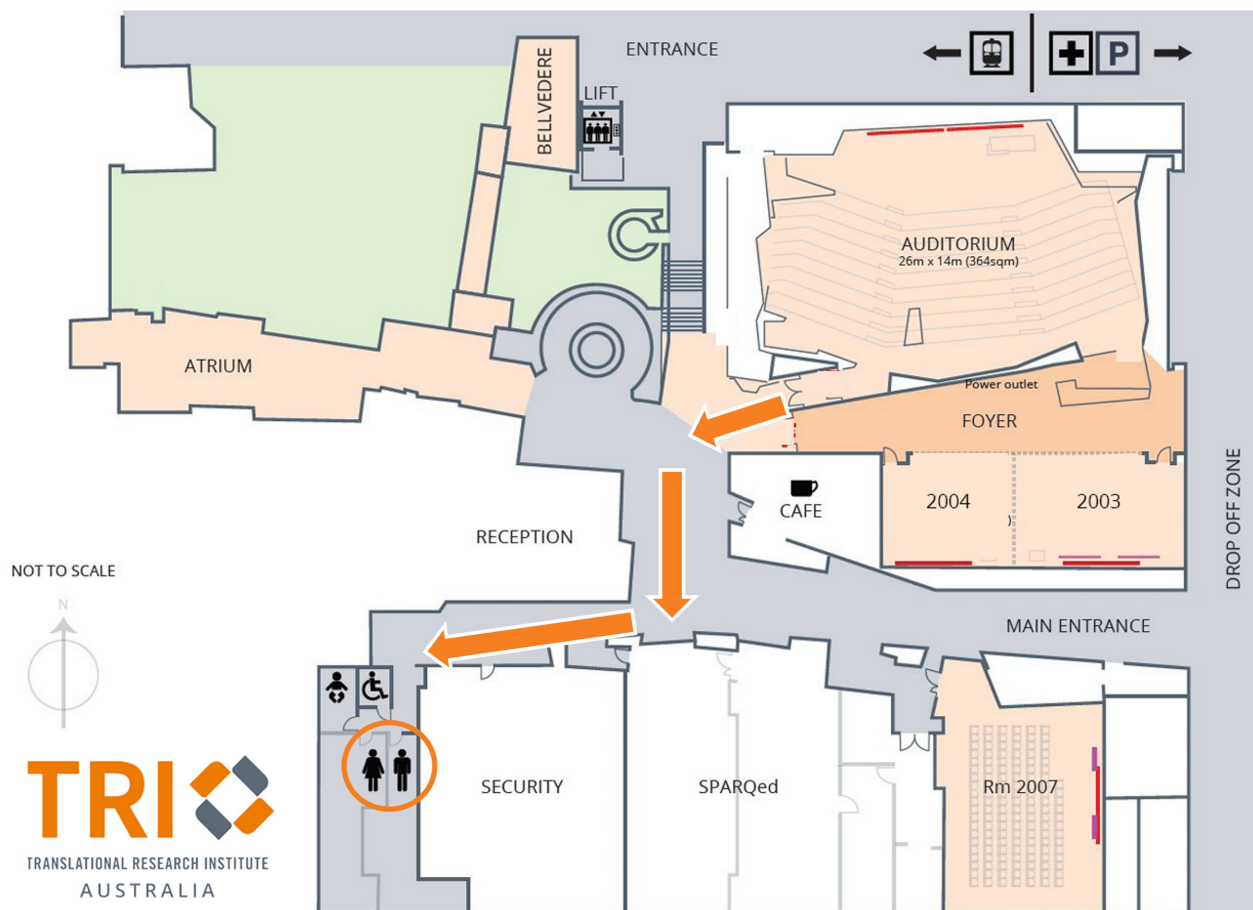


TRI Building:





Amenities





Event Promotion

Event promotion request and matrix

When you hold an event at TRI there are various ways that you can advertise to potential attendees. There are both internal facing (to building staff and students only) or external facing (to the community) methods of promotion that can help make your event a success. Please use the following matrix to determine which category your event falls into and the promotion options available.

All requests should be sent to events@tri.edu.au

Please note: all requests will be assessed on an individual basis and submission of a request does not guarantee approval.

Category	Category A	Category B	Category C	Category D	Category E
	Event at TRI with open guest list to TRI occupants & external participants	Events at TRI open to TRI occupants only	Event at partner institute or any other off site venue with open guest list to TRI occupants	Event organised by an affiliate of partner institute at external site	Event at TRI organised by external that has a closed invite list
Example	Game Changer Series	Town Hall, PAH Symposium	CORES Conference	Brisbane Cancer Conference	
Internet	YES	NO	YES	YES	NO
Intranet	YES	YES	NO	NO	NO
LCD Screens	YES	YES	YES	YES	NO
Breezeway	YES	NO	NO	NO	NO
Social media	YES	NO	YES	YES	NO
Internal newsletter	YES	YES	YES	YES	NO
Communique	YES	YES	NO	NO	NO



Event Promotion

LCD screens

Hosting an event at TRI? We can help you promote it to TRI occupants via our internal LCD Screens. The TV screens are situated outside the lifts on each level, in the tea rooms and at TRI Reception.

This document contains important information and guidelines on how to prepare your slides and make sure they are ready to be uploaded on our screens.

Requirements for the use of the LCD Screens

Make sure you follow the below checklist before sending your slides to events@tri.edu.au.

- The artwork size is 1920W x 1080H
- The artwork is in PNG format
- The images are in high resolution
- The heading contains no more than seven words
- The day, month and year are included
- The time and location are included
- The font is clear and readable
- TRI's logo is included if TRI is part of the organising committee or if TRI is sponsoring the event.
- You can download TRI's logo [here](#)
- The text is easy to understand, concise and most importantly worth reading by using a few short sentences or bullet points
- The content does not exceed 80 words
- A call to action is included (visit website, register...)

Important things to know

- Our promotional services are for TRI events held at TRI or occasionally partner events at other venues
- A minimum of 2 days' notice is required to advertise on screens
- The LCD Screens rotate each slide for 10 seconds
- Upload time will vary dependent on advertising campaign. Smaller events such as weekly seminars will play for 1 week leading up to the event date. For larger events (conferences, symposiums) slides can be played for longer than 1 week to assist with communication registration or submission deadlines.
- Images related to your content can be used
- If you need help with your artwork, please contact events@tri.edu.au at least one week before the promotion.
- The TRI Events team reserve the right to make changes to the slides and can decide not to promote them on the screens if they don't meet the requirements stated above

For any questions, please contact events@tri.edu.au.



Booking Terms and Conditions

The following applies:

If you are planning on engaging any other third party suppliers, please send the details to events@tri.edu.au.

Please note TRI is primarily a research facility and whilst it has some fantastic meeting and seminar facilities, TRI is not a functions centre and we do not have a dedicated function staff. To ensure your event at TRI runs smoothly, we advise that you should source your own event management and function personnel.

When booking a venue or space at TRI please ensure your booking period includes time for set up and clean up as entry to the venue is only during the booked time. It is the booker's responsibility to ensure that the room is returned to its original state at the end of the event, including the removal of all rubbish and returning of all furniture to its original positions.

It is the booker's responsibility to arrange for the hire of required furniture or equipment and utilise their own or contracted staff to set up and pack up these items. TRI has a number of items available for use as indicated above, please ensure you complete the Event Brief document within the required time frame to ensure items are reserved for your event.

You may be charged to use some of the services and equipment. Charges are quoted on a case-by-case basis.

The event owner is responsible for making sure the event space is clean, including:

- returning all furniture to its original location
- depositing all waste into the provided waste bins
- cleaning up all surfaces and spills, and
- reporting any damage or difficult cleaning to TRI Reception.

Additional cleaning and additional bins can be arranged through events@tri.edu.au. A penalty cleaning fee may apply if facilities are in an unsatisfactory state upon conclusion of your event and will be charged by the issue of an invoice.

It is the client's responsibility to ensure that all portable electrical equipment including power leads, power boards have been inspected and tested in accordance with QLD Electrical Safety Regulation. It is also a requirement that all electrical leads and electrical equipment are placed in safe locations, e.g. not on top of unstable surfaces, across pathways.

Due to building and fire emergency regulations and workplace health and safety standards, maximum seating capacities cannot be exceeded.

TRI accepts no responsibility for the theft of, or damages to any of the Hirer's equipment, property, or other items whatsoever including the personal property of persons in the Venue and as such the Hirer is to insure against fire, theft, burglary and all relevant risks, all goods and equipment belonging to the Hirer that are brought to the Venue.

Please ensure you complete all relevant forms (TRI Event Brief, Alcohol Application, AV Requests etc) at least 10 business days prior to your event.

Finalisation checklist (after event)

The booker is responsible for ensuring all the finalisation items listed are complete.

- Room is returned to its original state at the end of the event, including the removal of all rubbish and returning of all furniture to its original state.
- All non-venue specific items removed (items left behind will be disposed of).
- All rubbish removed from the room and placed in bins to be removed ASAP.
- Any furniture removed from storage areas to be returned in a neat and orderly fashion.
- Spills cleaned and any spills on the carpet reported to TRI Reception.
- Any damaged or broken furniture reported to the Events team so repair can be arranged.
- AV system turned off.
- Lights turned off.

Items on the finalisation checklist that have not been completed may incur a charge. If this is required, an invoice will be sent to the booker.



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AUSTRALIA

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PARTNERS



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