Conference Planning and Management Policies

HiFlex Physio

Business conferences and meetings organised by HiFlex Physio shall be managed in a manner that achieves maximum benefit at a cost which is balance against anticipated business outcomes.

HiFlex Physio owned/operated venues should be used whereever possible.

When holding a conference, workshop or meeting for internal or external activities, irrespective of who the attendees are, the organiser must ensure the event and associated expenditure:

- Is compliant with HiFlex Physio Purchasing policy and other HiFlex Physio policies and standards
- Resource use is optimised and is both proper and not extravagant
- Advances organisational objectives
- Represents value for money
- Is in keeping with healthy eating guidelines A Better Choice Catering Guidelines for Meetings and Fuctions available at http://qheps.health.qld.gov.au/abetterchoice.

Applies to all business meetings and conferences organised and funded by the department. It does not cover matters affecting attendee's conference leave/attandance authorisation or travel related matters.

1. Priorities for Scheduling

Events sponsored by the Executive of HiFlex Physio have first priority for meeting room use and are exempt from room-rental fees and deposits, but no exempt from charges for room reconfiguration, special cleaning, lost keys, etc.

Other users of the Bounce Fitness facilities are scheduled on a first-come, first served basis and are exempt from room-rental fees and deposits, but not exepmpt from charges for room reconfiguration, pecial cleaning, etc.

The Public space rooms in the Cairns Fitness Centre are available to be reserved, and are intended to directly support fitness programs, research programs or development programs.

Other Restrictions

HiFlex Physio does not permit chairs or trash cans to be used as door stops. If a door stop is desired we have them available upon request in the Manager's Office.

Use of adhesives of any kind and thumb tracks is NOT PERMITTED on my walls, doors, or other painted surfaces in the HiFlex Physio building.

2. Reservation Policies

Main Fitness Room Reservations

Requests for the Main Fitness Room must be submitted at least 72 prior to the event or meetng being scheduled.

Space Request Forms

To reserve a room, you must fill out and complete a Space Reqeuest Form before your meeting. If you have a very urgent request, you can call (07) 4044 6570.

Advance Reservations

The meeting rooms may be reserved up to 6 months in advance; more than 6 months will require special consideration due to the high usage of our meeting rooms.

Limited Number of Reservations Permitted

Long term reservation of any of the rooms is not permitted. Rooms cannot be reserved for more than four weeks in a row for a given time slot.

No group can schedule the use of these rooms at any given time for long repeated terms into the future.

A group can schedule repeatedly but will have to complete with other groups when making such reservations. For example, no one would be permitted to schedule the room every Wednesday from 9am-10am for the entire year.

Uncommon usage

Any request for usage of any unsual nature will be forwarded by the Chief Executive's Office for review by the committee. This committee consists of the Board of Directors.

Cancellations

If a reservation is made and the event/meeting will not take place at the reserved time, it is the reponsibility of the person reserving the room to let us know immediately.

Holds

If a reservation is placed on "HOLD" it is the responsibility of the person reserving the room to release the "HOLD" immediately. A room can only be held for two weeks unless a special request is made to hold it longer than the two weeks.

Hours

Our meeting room's normal operating hours are Monday to Friday, 8am-6:30pm. Support may be available after hours at an additional charge.

The doors unlock at 6:30am and lock again at 8:00pm, Monday to Friday. If your event is during the evening hours you may want to contact security at (07) 4044 6572 to prevent the lights from switching to energy saving mode.

3. General Policies

Keys

The individual/or group reserving rooms must come to the Chief Executive's Office, to sign our a card-swipe key to gain access to rooms. Keys(s) must be returned to us within 24 hours after meeting/event is over. If your event ends after business hours, you have the option to return the key by sliding key under the Chief Executive's Office door or return it the next business morning.

Room Capacity

Both Meeting Rooms and the Board rooms each have approximately 23 chairs and a total of 46 chairs if room is combined.

Room Set-up

Meeting Rooms 1 and 2 standard room set up is Seminar Style ONLY with two tables. The Boardroom standard room set up is U-shape.

Set-up Arrangements

If you require special room configuration/setup and takedown, you must contact the Chief Executive's Office

Wall Divider (Meeting Rooms 1&2)

To have the wall opened or closed, you must request it when yhour fill out the Space Request Form when reserving the room.

Equipment/Furniture

- Laser Pointers: Are not provided by Chief Executive's Office.
- Chairs/Tables: Are not to be removed or swithched out of either room unless AUTHORISED.
- Extra Chairs: Are available through Chief Executive's Office.

Food and Drink

ABSOLUTELY NO FOOD AND/OR BEVERAGES ALLOWED IN THE MEETING ROOMS!!!

All food and beverages must be sesrved and consumed outside the meeting rooms on either the first or second floors.

Parking

The Chief Executive's Office DOES NOT validate parking for event participants.

Clean Up

Meeting rooms must be cleaned after your function. Trash MUST be removed, tables wiped and chairs back in place.

- Trash: You must remove all debris before departing the building by taking it ou to the dumpster an re-configuring the room at the end of your event/meeting.
- Tables: All tables and credenzas must be wiped down using WATER ONLY.
- White Boards: Erased and wiped down.
- Room: Returned to its original set-up.
- Equipment: Turned off.

- Failure to Clean: (see Cleaning/Reconfiguration Fee)

Fees

As part of the reservation procedure, the responsible part will be required to sign an agreement and provide a deposit at the time of reservation to pay for cleaning if spills occur if food and beverage is used in rooms.

Cleaning/Reconfiguration Fee

At the end of your event/meeting the room must be retuned to its original configuration. A $100.00 fee will be assessed when cleaning.reconfiguration is required prior to the next event/meeting.

Rental Fees

For groups the rental fees are per room, per day.

Room Title	Rental Fee	Room Capacity
Board Room	**$300**	**46/ with 2 tables**
Meeting Room 1	**$300**	**26 seated / 40 reception**
Meeting Room 2	**$300**	**26 seated / 40 reception**