



Please reply to:

Nara Krum
School of Public Health
Edward Ford Building A27
NSW 2006, Australia
Telephone: 02 9351 4365
Facsimile: 02 9351 7420
Email: narak@health.usyd.edu.au

School of Public Health Room Booking Policy for 2004 and 2005

The Student Office in the School of Public Health is solely responsible for the booking of all teaching rooms for the purpose of teaching as well as for other functions such as seminars, forums etc.

This is to ensure that no room booking requests will be made which might interfere with the bookings of rooms for teaching purposes, this is particularly critical for bookings that need to be made in the Edward Ford Building.

Requests for events to take place outside the Edward Ford Building eg. a seminar for academics etc. can be made by other staff if absolutely necessary, but should ideally be requested through the student office, to ensure that all the bookings will be available from one central point in the School and inquiries in regards to bookings made can be directed to one point of contact rather than having several points of contact in the School.

Requests for the booking of rooms can be found on the following intranet website <http://www.health.usyd.edu.au/staff/policies/index.php>. The password needed to access the intranet is the same password that SPH use to access their email accounts. The requests should be forwarded to Isobel Cusack email: icusack@health.usyd.edu.au for further processing. Isobel Cusack will forward the booking confirmations for the requested bookings after she receives those from the University Venue Office.

Inquiries in regards to the room booking process and more details can be obtained from either Isobel Cusack, or Nicholas Strobbe email: nicholass@health.usyd.edu.au

It is important to note that room booking requests should be made *at least 3 days prior to the date of booking*, unless the booking is extremely urgent.

Nara Krum
Student Manager