

TIMETABLED/BOOKABLE LOCATION REGISTER

Please tick one of the following:

Please complete one form per location

NEW LOCATION MINOR CHANGES REFURBISHED LOCATION LOCATION TO BE REMOVED

SECTION A – LOCATION DETAILS

BUILDING & ROOM CODE	<i>Must be consistent with UQ taxonomy</i>	
CAMPUS/SITE	<i>Choose from the drop down menu -></i>	
CAPACITY	<i>Number of seats</i>	
LOCATION TYPE	<i>Choose from the drop down menu -></i>	
DETAILED DESCRIPTION	<i>E.g. Tutorial Room, Physiotherapy Clinic</i>	
CONTROLLED BY	<i>School/Faculty/Institute</i>	
SHARED WITH	<i>Other schools that can timetable in the room</i>	

SECTION B – LOCATION FEATURES (Mark each location feature with 'X')

EQP - Air Conditioning	
EQP - Chalkboard	
EQP - CVRS	
EQP - Data Projector	
EQP - Data Projector > 1	
EQP - DVD Player	
EQP - Echo 360	
EQP - Flat Panel/TV	
EQP - HD Display	
EQP - HDMI Connection	
EQP - Hearing Assistance (Loops or IR)	
EQP - Instructor PC	
EQP - Lectern/Radio Microphone	
EQP - OHP	
EQP - PA System	

EQP - Smart Screen	
EQP - Teleconferencing	
EQP - VCR Player	
EQP - Video Conferencing	
EQP - Document Camera	
EQP - Document Camera > 1	
EQP - Whiteboard	
EQP - Wireless	
FRN - Adjacent Foyer	
FRN - Tables & Chairs: Bench	
FRN - Tables & Chairs: Collaborative	
FRN - Tables & Chairs: Standard	
FRN - Tablet Arms	
PWD - Disabled Instructor Access	
PWD - Disabled Student Access	

OTHER DISTINGUISHABLE FEATURES (*If not listed above*)

SECTION C – LOCATION CATEGORISATION

TICK IF THIS LOCATION WILL BE USED FOR TIMETABLING PURPOSES?

If Yes, please select one categories below

CATEGORY 1 – SPECIALISED TEACHING SPACE	
CATEGORY 2 – FIRST PREFERENCE TO FACULTY/SCHOOL TEACHING SPACE (GENERAL FLAT FLOOR SPACES)	
CATEGORY 3 – CENTRALLY MANAGED TEACHING SPACE	
<p><i>CATEGORY 1 – Timetabled only within the controlling faculty/school.</i> <i>CATEGORY 2 – Available timeslots may be used by other areas for timetabling purposes after school requirements</i> <i>CATEGORY 3 – Centrally controlled and equally available to all faculties/schools.</i></p>	
CATEGORY EXPLANATION	<i>Please state reasoning for selected category</i>
<p> </p>	

SECTION D – OTHER RULES OR COMMENTS

E.g. – Is the location available 6am to 12am 7 days a week?

SECTION E – CONTACT DETAILS

If location is not centrally managed (Category 3), name the responsible staff member/s who will manage bookings in Syllabus Plus

FULL NAME	
POSITION	
EXTENSION	
UQ EMAIL	

*Those responsible for maintaining bookings in Syllabus Plus will be required to undertake mandatory training.
Contact splustraining@uq.edu.au for more details.*

SECTION F – APPROVAL

HEAD OF FACULTY/SCHOOL/DIVISION/SECTION APPROVAL	
PRINT NAME	
SIGNATURE	
DATE	