

Sydney Institute of Marine Science

Conference Booking Form

19 Chowder Bay Road Mosman, NSW 2088 P: 02 9435 4600 F: 02 9969 8664

General Information

Name

Phone

Organisation

Fax

Address

Email

State

Post Code

Conference Information

Start Date

End Date

No. of Days

Start Time

End Time

Number of Attendees

Additional
Information:
(chair/table
arrangements)

Conference Setup Information

Please select required facilities:

☐ Conference Room (max 35
conference setting; max 60
lecture setting)

☐ Boardroom (max 12)

☐ Lecture Theatre (max 70)

☐ Teaching lab (max 30)

Please provide a brief
description as to setup
requirements

Catering Information

Catering Requirements

Additional Equipment

☐ Projector/Screen

☐ Wireless Internet Access

☐ Flip-charts

☐ Whiteboard

Please complete all fields, print and
fax to 02 9969 8664 or alternatly you can
save a copy and email form to bookings@sims.org.au

Office Use Only

Booking Type

Notes:

Invoice Number