

# Computer Room Venue Hire - 2011

Australian Institute of Management  
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Australian  
Institute of  
Management  
WESTERN AUSTRALIA

# COMPUTER ROOM VENUE HIRE AT AIM

*The Australian Institute of Management WA offers your organisation the convenience of first class computing and training room facilities for all your computing needs.*

## **Premium Facilities**

Our two purpose built venues have been designed to meet your corporate needs and provide the perfect venue for conducting your customised computer training sessions. We offer five separate Computer Training Rooms each able to be configured to meet your needs.

Each room is equipped with printers, electronic whiteboards and has the Consultant's computer linked to both wall-mounted data projector screens and extra desk monitors, allowing your staff easy viewing throughout the training day.

- Four of our computer training rooms contain PC platforms, and can cater for participant numbers from 8 to a maximum of 12. They are all configured with the latest technology and able to be imaged with your choice of MS Office versions 2002, 2003, 2007 or 2010. These four rooms are located in the lower building, the Leadership Centre, and can be seen on the building map which is included on the following pages.
- Our smallest room is limited to a maximum of four participants and offers a superior standard of comfort and technology. It is also the only lab offering Apple Macintosh computers and is currently configured with Snow Leopard. This lab is located in the Management Centre.
- Our advanced technology, audio-visual equipment and support staff will be available to ensure seamless coordination on your training days.

**To book or to check availability of our rooms please contact either Lisa Thornton, or Cheryl Nieuwenhuizen, on (08) 9383 8088 or email [lthornton@aimwa.com](mailto:lthornton@aimwa.com) or [cnieuwenhuizen@aimwa.com](mailto:cnieuwenhuizen@aimwa.com)**

# YOUR CHOICE OF ROOMS

## AIM Lab

The AIM Lab is one of our largest rooms, housing twelve computers as well as a computer for the Presenter. The room is also furnished with extra seating, a large conference table and a third screen linked to the consultant's computer. If required a 13th computer can be added to the room allowing for an extra participant to attend.

## HBF Room

The HBF Room contains twelve computers as well as a computer for the Presenter, and a screen linked to the consultant's computer.

## CSC Room

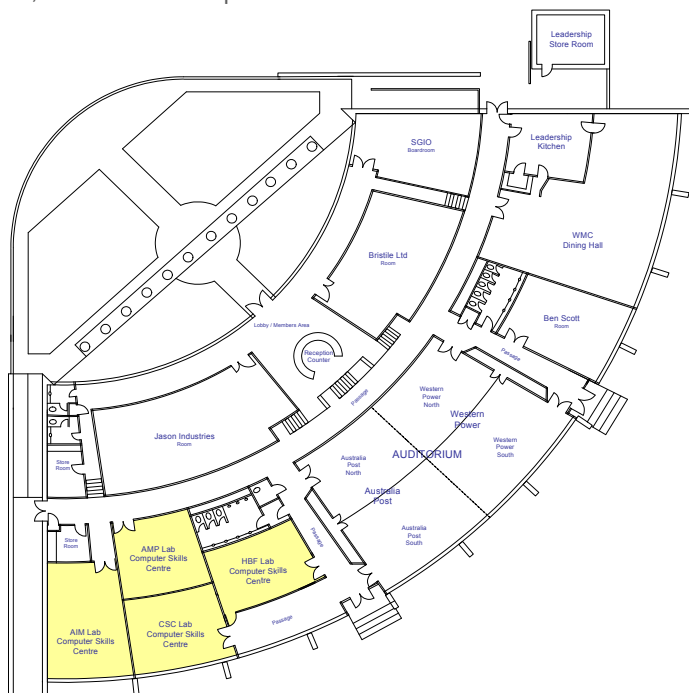
The CSC Room includes ten computers and a computer for the presenter. If required an 11th computer can be added to the room allowing for an extra participant to attend.

## AMP Room

Includes eight computers and a computer for the presenter

## Executive Coaching Room (ECR)

Limited to a maximum of four participants, the ECR room provides a superior standard of comfort and technology including generous single desks, and ergonomic leather chairs. The ECR room contains four Apple iMac's, plus the presenters iMac, data screen and printer.



## ROOM CONFIGURATION AND HIRE RATES

Room	Configuration		Hire Rate	
	Minimum	Maximum	Half Day (4 hours)	Full Day (8 hours)
AIM Lab (PC)	2	12	\$450	\$900
HBF Lab (PC)	2	12	\$450	\$900
CSC Lab (PC)	2	10	\$400	\$800
AMP Room (PC)	2	8	\$350	\$700
ECR Room (Macintosh)	1	4	\$350	\$700

# COMPUTER CONFIGURATIONS

Each of the computers in the Leadership Centre training rooms are configured as follows:

- Intel Core 2 Duo Processor E6550
- 2GB RAM
- 160GB 7200RPM S-ATA HDD
- Intel Graphics Media Accelerator 3100
- DVD Recordable
- Intel Gigabit Ethernet
- Windows Vista Business 32 or Windows XP Professional
- 19" Samsung 940B monitor
- Internet Access via ADSL2+
- Free Wireless Hotspot for personal use
- Colour and monochrome laser printer in each room
- Windows XP or Windows 7 operating system available with choice of MS Office 2010, 2007 or 2003 and Adobe Acrobat Professional version 9.
- Optical scroll wheel mouse

## PROFESSIONAL CATERING

AIMWA also offers professional catering which promises to impress with arrival coffee/tea, morning tea break an excellent buffet lunch and afternoon tea, all part of the AIM experience. We also provide catering options for vegetarians and other dietary requirements.

### Tea Breaks

#### Coffee/Tea on Arrival - \$4.00 per person

A selection of tea and coffee

#### Morning Tea - \$12.00 per person

Chefs selection of sweet and savoury items, tea and coffee

#### Afternoon Tea - \$12.00 per person

Chefs selection of cookies or slices, tea and coffee



### Lunch Options

#### Buffet Lunch - \$30.00 per person

A selection of six hot dishes and five gourmet salads plus, a fresh fruit platter, cheeseboard, yoghurts and fresh fruit juice, tea and coffee.



### Full Day Catering

#### Full Day Catering - \$58 per person

Includes tea and coffee on arrival, morning tea, buffet lunch, and afternoon tea



*All prices above are quoted per person and include GST*

## GREAT LOCATION

The Australian Institute of Management's purpose designed and well-equipped premises are located in Floreat, just 15 minutes from Perth's CBD. Some free parking is available onsite or public transport options are also possible via bus routes 28, 98 and 99, and the Shenton Park Train station is also within a 10-15 minute walk. Participants can also be encouraged to park at the Pat Goodridge carpark, located adjacent to AIM on Selby Street. Disabled parking and wheelchair access is clearly marked. Please advise if people with a disability will be attending to ensure we offer the most appropriate room and layout.

### Australian Institute of Management WA

76 Birkdale Street

Floreat WA 6014

Phone 08 9383 8088





# COMPUTER ROOM HIRE -TERMS & CONDITIONS

## Currency of Proposal

Please note that the fees quoted in this proposal are fixed for the duration of 2011 after which time they may be subject to review.

## Program Times and Training Facilities

All programs normally commence at 9.00 am and finish at 4.30 pm. If you would like to conduct your training outside of these times please discuss at time of booking. In the event that the training should continue beyond the agreed finishing time an additional \$55.00 per hour will be charged. Please note that AIM opens at 8am and closes at 5pm each day. AIM is not open on weekends.

## Training Vouchers, GST and Payment Terms

Please note that Training Vouchers cannot be redeemed for Room Hire purposes It is AIM's normal practice to invoice monthly unless otherwise arranged. AIM's usual terms are 14 days from invoice date.

## Final Numbers

A guaranteed minimum number of participants attending the training is required, seven working days prior to the venue hire date. The invoice will be based on these minimum numbers or the actual attendance whichever is greater.

## Cancellations

AIM understands that circumstances change and clients may be forced to cancel or change dates. We make every effort to be flexible to your circumstances however it is our policy to charge a cancellation fee of 50% if the booking is cancelled within 10 working days, and 100% cancellation fee for bookings cancelled within 5 working days of the proposed commencement date.

## External Catering

We have a fully catered facility and outside catering is not permitted to be bought into AIM.

## Deliveries

All deliveries to AIM are to be advised in advance. Return of your goods at the conclusion of the event is the organiser's responsibility.

## Emergency Procedures

Emergency evacuation procedure details are located in each function room and the main foyer. For an electronic copy please contact us.



## **IT Support**

If your own company software is required to be loaded, please note that a representative from your company will need to image this on to the required computers. If one of our support staff is required to assist with this, an additional fee of \$150 per hour (inc GST) will be incurred.

## **Conflict of Interest**

Computer Rooms cannot be hired out where the Product is in direct competition with AIM advertised programs

## **Confidentiality of Information**

The Australian Institute of Management, employees and contracted consultants will maintain at all times the confidentiality of any information obtained during the project.



# AIM – YOUR PARTNER IN STAFF DEVELOPMENT

## Established, Experienced and Proven

AIM is Australia's largest private provider of training and professional development. We are a not-for-profit organisation, directed by an industry board. We are accountable to our industry members for providing the highest possible value for money through our products and services.

We continually build on our body of knowledge and experience so you can be confident that you are receiving the best training program to meet your needs.

## The Widest Range of Products

AIM offers a comprehensive range of professional development services, including:

- *More than 150 different training programs* covering every aspect of management and leadership. Each program can be customised to suit your industry and business needs, and delivered in-house or at our premises in Perth, WA.
- *Access to the world's best* through affiliations with leaders in the business and education communities and international speakers.
- *Quality people:* each of our learning interactions are facilitated by expert consultants with recognised qualifications and practical, relevant industry experience.
- *Expert consulting services* providing an external perspective and valuable insight and advice on best practice solutions for your business.

# COMPUTER ROOM HIRE BOOKING CONFIRMATION

**Attention:** Lisa Thornton or Cheryl Nieuwenhuizen

**Fax Number:** 61-8-9387-6171

I \_\_\_\_\_, a duly authorised officer of \_\_\_\_\_; hereby acknowledge and accept the terms and conditions specified in this document for the following program.

*Program:* Computer Room Venue Hire  
*Room requested:* \_\_\_\_\_  
*No. of attendees:* \_\_\_\_\_  
*Dates:* \_\_\_\_\_  
*Software Details:* \_\_\_\_\_  
\_\_\_\_\_  
*Catering:* \_\_\_\_\_  
*IT Support required:* Yes/No \_\_\_\_\_  
*Investment Costs:* \_\_\_\_\_

*Please note:*

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation: \_\_\_\_\_

## Invoice Details

Purchase Order Number: \_\_\_\_\_ (Please provide within 14 days)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Collection Statement

The primary purpose of collecting the personal information you supply on this form is to process your enquiry for customised training/ consulting. We may also use these details to keep you informed of upcoming events, and will not disclose your information to a third party. For more details of the AIM Privacy Policy, see the website at [www.aimwa.com](http://www.aimwa.com)