



Translational Health Research Institute (THRI)

Event Brief

Name of host/s department
or organisation

Cost centre

Project code

Contact Name

Phone

Email

Name of Event

Type of event

Other

Is this a free event?

Yes

No

Date

Time

to

Location

Estimated number of attendees

Select your preferred room style

Other

Select everything that you would like THRI to prepare:

Advertising

Flyer

Catering

eNews

RSVP/Event Registration

Website news

Room booking

Email

Resources

Yammer

WESTERN SYDNEY UNIVERSITY



Further Information

Please select all resources required

Projector/Audio Visual

Zoom/video conferencing

Whiteboards

Workshop materials (butchers paper, pens etc)

Parking permits for guest speakers

Other resources

Please email completed form to: thri@westernsydney.edu.au