Useful links for Internal Staff

VM (Venue Management Homepage) - https://services.unimelb.edu.au/venuehire


SWS timetable (Where you can see the Timetables of specific rooms): https://sws.unimelb.edu.au/2020/


Event Support Guidelines and booking (Where Internals’ can request Event Support for their events): https://unimelb.service-now.com/st?id=sc_cat_item&sys_id=36690c704fca62405a3166a310c7bd

Request tables, chairs, bins: https://unimelb.support/

Request AV/IT in Learning Spaces (eg. handheld microphones): https://unimelb.service-now.com/st?id=sc_cat_item&sys_id=4534e7e84fc6eac421380ed11310c7fb


Room Search (See location and images of all shared teaching spaces) - https://learningspaces.unimelb.edu.au/room-search

IT Request Something (Where to request any IT Services) - https://unimelb.servicenow.com/it

Staff Hub - https://staff.unimelb.edu.au/

TT Resources - https://staff.unimelb.edu.au/students-teaching/timetabling-class-registration/resources

**Useful Contacts for Room Bookings that are not bookable through VM**

Law Building- https://law.unimelb.edu.au/contact#room-bookings

BUSEC / FBE - fbe-slfm@unimelb.edu.au

Faculty of Arts - Arts-venue-enquiries@unimelb.edu.au

Old Quad - bookings-oldquad@unimelb.edu.au

VCA & MCM - fineartsmusic-bookings@unimelb.edu.au

**Catering Options (know to the University)**

Black Truffle: https://www.blacktruffle.net.au/


Ed Dixon: http://eddixonfoooddesign.com/

Dr Dax: http://www.drdaxkitchen.com.au/


### Useful Links for Student Clubs

UMSU Get a Room (Student Clubs can book in Union House here): https://umsu.unimelb.edu.au/get-stuff/get-a-room/

UMSU Clubs (Listing of all UMSU Student Clubs): http://clubsadmin.unimelb.edu.au/

GSA (Listing of all Graduate Student Association Student Clubs): https://gsa.unimelb.edu.au/community-and-events/grad-groups/

Student Portal:
https://my.unimelb.edu.au/


UMSU AV Equipment Hire (eg. Speakers, Microphones, Lighting):
https://umsu.unimelb.edu.au/get-stuff/avmelbourne/equipment/