



# VIRTUAL LEARNING EXPERIENCE BOOKING REQUEST FORM

Please email your completed booking form to: [education@gbmpa.gov.au](mailto:education@gbmpa.gov.au). Your booking is **not** confirmed until you receive a confirmation email from the Reef Education team.

Programs are offered on weekdays only from Tuesday to Friday between the hours of 8:00am to 4:00pm (AEST). For booking requests outside of these hours please contact the Reef Education team via [education@gbmpa.gov.au](mailto:education@gbmpa.gov.au)

**Duration:** 60 mins\* - duration can be tailored to suit your needs.

**Cost:** AUD \$155.00 (Includes GST)

## Booking terms and conditions

- Your booking is **not** confirmed until you receive a confirmation email from the Reef Education team.
- Your request should be lodged at least **two weeks** prior to the intended session date.
- Please complete the booking form and email to [education@gbmpa.gov.au](mailto:education@gbmpa.gov.au) to lodge the booking request.
- An invoice for payment will be sent out after successful completion of your session.
- Payment is via direct deposit or credit card after receiving an invoice from our finance department.
- Any changes to your booking (including, but not limited to: cancellations, rescheduling, changes to participant numbers, etc.) must be communicated, in writing via email to [education@gbmpa.gov.au](mailto:education@gbmpa.gov.au) at least 2 business days before your session.

☐ I agree the above booking terms and conditions

## Information Privacy Statement -

Your personal information is being collected to enable bookings and to generate invoices (if required). Your personal information is handled in accordance with the Privacy Act 1988, and will be accessed only by persons authorised to do so. Your information will not be given to any other person or entity unless you have given us permission or the disclosure is required by law.

☐ I would like to be advised of special events and program updates

# VIRTUAL LEARNING EXPERIENCE BOOKING REQUEST FORM

## School / Organisations Information

School / Organisation name: \_\_\_\_\_

Australian Business Number (ABN) / Australian Company Number (ACN): \_\_\_\_\_  
(or other Company or Business identifier for non-Australian organisations)

Are you registered for GST? Yes ☐ No ☐

School / Organisation contact number: \_\_\_\_\_

School / Organisation Postal Address:

Number / PO Box \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Accounts / finance department email address (for billing purposes): \_\_\_\_\_

## Contact person for the session

Contact name: *First* \_\_\_\_\_ *Last* \_\_\_\_\_

Email: \_\_\_\_\_

Direct contact number to reach you during the session if required: \_\_\_\_\_

## Program booking details -

Choose your Virtual Learning Experience:

- |   |   |
|---|---|
| <input type="checkbox"/> Introduction to the Great Barrier Reef | <input type="checkbox"/> Life cycles and growing up on the Reef |
| <input type="checkbox"/> Classification of animals on the Reef  | <input type="checkbox"/> Reefs at risk                          |
| <input type="checkbox"/> Ecosystems and Reef relationships      | <input type="checkbox"/> Management of the Reef                 |
| <input type="checkbox"/> Turtle connections                     | <input type="checkbox"/> Creatures and their features           |
| <input type="checkbox"/> Careers on the Reef                    | <input type="checkbox"/> Living things on the Reef              |

Student year level:

Primary	Secondary	Other
<input type="checkbox"/> Foundation / Prep	<input type="checkbox"/> Year 7	<input type="checkbox"/> Special learning needs
<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 8	<input type="checkbox"/> English Second Language students
<input type="checkbox"/> Year 2	<input type="checkbox"/> Year 9	<input type="checkbox"/> Tertiary Students
<input type="checkbox"/> Year 3	<input type="checkbox"/> Year 10	<input type="checkbox"/> Adult Learners
<input type="checkbox"/> Year 4	<input type="checkbox"/> Year 11	<input type="checkbox"/> Children's event
<input type="checkbox"/> Year 5	<input type="checkbox"/> Year 12	<input type="checkbox"/> Public event
<input type="checkbox"/> Year 6	<input type="checkbox"/> Year 7 – 12	
<input type="checkbox"/> P - 6		

**Is this session being linked to a school subject?**

- |   |  |
|---|--|
| <input type="checkbox"/> Science        | <input type="checkbox"/> Aquatic Practices |
| <input type="checkbox"/> Geography      | <input type="checkbox"/> Tourism           |
| <input type="checkbox"/> Marine Science | <input type="checkbox"/> HASS              |
| <input type="checkbox"/> Biology        | <input type="checkbox"/> Other _____       |

**Curriculum Code (if applicable)**

If you are aligning this virtual learning experience with the Australian or Queensland Curriculum please enter the code here (e.g. ACSHE051): \_\_\_\_\_

**Special program requirements or comments**

Please note any special requirements such as curriculum alignment, learning challenges or request to consider a program time outside normal hours

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**Connection Details**

Our preferred meeting platform is Zoom. If you are not able to use Zoom, please state which platform you would prefer to use: \_\_\_\_\_

*We will look to schedule a test connection with you prior to your session.*

**Number of students / participants** \_\_\_\_\_ **Number of classes / groups** \_\_\_\_\_

**Where will participants be connecting from?**

- ☐ School  
☐ Individual homes

**Requested date of Virtual Learning Experience**

We operate on the Australian/Brisbane time zone (AEST). Please use a [time zone converter](#) to check if your preferred booking date and time will fall into our operating times (Tuesday to Friday / 8:00 am to 4:00 pm).

**Requested day and date** (Australian/Brisbane time): Day \_\_\_\_\_ Date / Month / Year

**Requested start time** (Australian/Brisbane time): \_\_\_\_\_ AM/PM

**Alternative date** (Australian/Brisbane time): Day \_\_\_\_\_ Date / Month / Year

**Alternative start time** (Australian/Brisbane time): \_\_\_\_\_ AM/PM

**Please contact the Reef Education team if further help is required.**

**Phone:** + 61 (0)7 4750 0754

**email:** [education@gbrmpa.gov.au](mailto:education@gbrmpa.gov.au)

ADMINISTRATION ONLY

**Education to complete**

Date request received: \_\_\_\_\_

Booking Confirmed (yes / no): \_\_\_\_\_ If no, rescheduled date: \_\_\_\_\_

Date confirmation email sent: \_\_\_\_\_ by: \_\_\_\_\_

Date of test call: \_\_\_\_\_ time: \_\_\_\_\_

Studio booked: \_\_\_\_\_ Presenter: \_\_\_\_\_

Booking entered in Education Outlook calendar: \_\_\_\_\_

Program delivered successfully: \_\_\_\_\_

Student numbers recorded: \_\_\_\_\_

Lat. and Long. entered: \_\_\_\_\_

Program evaluation survey sent: \_\_\_\_\_

Publish as a major version and email document link to Business Operations: \_\_\_\_\_

**Business Operations to complete**

Date invoice raised: \_\_\_\_\_ by: \_\_\_\_\_

Publish as a major version and email document link to Finance: \_\_\_\_\_

**Finance to complete**

Date invoice sent: \_\_\_\_\_ by: \_\_\_\_\_

Revenue received: \_\_\_\_\_