

Single Point Lesson

Area: Community Relations Building	Area Owner: Community Relations
Task Booking Community Relations meeting room	

Single Point Lesson Type:	Information		
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Community Relations building meeting rooms

The Community Relations (CR) building has two meeting rooms that all personnel can book:

CR Room 1

- Seats 10 people.
- Tea & coffee facilities.
- Electronic whiteboard.
- Projector available on request.

CR Room 2

- Seats 6 people.
- Whiteboard.
- Projector available on request.

How to book a Community Relations meeting room

Please note: this is a meeting room booking procedure for all personnel outside of the Community Relations and Environment team.

1. Contact Community Relations (CR) for meeting room bookings:

Initial contact

Anna Motton

ext 8727 or Anna.Motton@riotinto.com

Alternative contact

Lavinia Kris

ext 8909 or Lavinia.Kris@riotinto.com

Toitiana Groves

ext 8310 or Toitiana.Groves@riotinto.com

2. The CR team member will send a meeting room request form (see example below) to be filled out by person making the booking.
3. The request form is returned with the meeting date, time, contact details and other request items filled out.
4. CR team member books room in the Outlook Calendar and attaches request form to it.
5. CR team member looks up the meeting room bookings for the next day and prepares room.
6. After meeting is completed ensure room is left as indicated on the 5S visual standard.

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* Example Only *

CR Meeting Request Sheet

Name: _____

Meeting Date: _____

Meeting Time: _____

Please indicate what room you would like to book:

CR Room 1 - Seats 10 people.
 - Tea & coffee facilities.
 - Electronic whiteboard.
 - Projector available on request.

CR Room 2 - Seats 6 people.
 - Whiteboard.
 - Projector available on request.

Please tick items you require:

Projector

Urn (for CR room 1 only)

Coffee/Tea (for CR room 1 only)

Number of people: _____

Comments: _____

Please contact Community Relations if you require further assistance with your meeting room request.

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ext 8727 or Anna.Motton@riotinto.com

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