**How to Book the Vere Gordon Childe Centre Boardroom (Madsen F09 Room 495).**

Thank you for your interest in booking the Vere Gordon Childe Centre! There are two ways of booking the room for staff and affiliates of the University of Sydney.

For both methods, start by opening your calendar on Outlook. Find your proposed meeting day and time. Then you can invite the VGC Boardroom to be your venue by copying its email address into the address line: F09Boardroom-495@sydney.edu.au

Alternatively, where it says “search for a room or location,” search for VGC Centre Boardroom, and then select that as a venue.

Finally, send the invitation to your meeting.

**Important:** You will then receive an email confirming your tentative booking—**to confirm your booking, please fill out the form linked to this email**. Once the admin team receive your completed form, we can process and finalise your booking.

An additional note: The Vere Gordon Childe Centre is dedicated to promoting and empowering research into humanity through time: the human past, its importance in the present and its lessons for the future. To fulfil our Centre obligations, events held in the VGCC Centre Boardroom space must fall within this broad remit.