



# Western Centre for Health Research and Education (CHRE)

## FAQ: Meeting Room and Conference Facilities

Western Centre for Health, Research & Education (CHRE)  
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Western Health  
WESTERN CENTRE FOR HEALTH  
RESEARCH & EDUCATION



### **What room configurations are available?**

From a row layout perfect for seminars to customised room/chair layouts for training workshops, our events rooms can be tailored specifically to your requirements. Our room configurations even extend to foyers for larger events or your latest product launch.

### **How do I book a venue?**

Our Events Manager who will discuss your individual requirements and tailor a solution specifically for your needs. Email [wchreevents@wh.org.au](mailto:wchreevents@wh.org.au) or phone 0481 004 187.

### **Can I get access to the venue early to set-up?**

Be sure to mention your requirements to the Events Manager. Special or early access will be made available. We can also provide staff to assist you in your pre-conference event set-up, if required.

### **Does WCHRE provide catering services?**

From light refreshments to lunch and dinner, a wide range of catering services and options are available. We can also accommodate complex and special dietary requirements. Don't hesitate to make your requirements known to our Conference and Events Manager.

### **Do you provide technical/audio assistance?**

To assist you with set-up and running your event, our Audio/Visual experts are always on hand. If you have any special requirements, please be sure to let us know.

### **Are you able to provide staff for my event?**

To help you make your next event a success, professional support services are available.

For assistance with client reception, event set-up, after-event clean up, client greetings and surveys, The Conference team is at your service. Talk to our Events Manager no matter how complex your requirements.

### **Is Wired/Wireless Internet access available at the venue?**

Special access requirements can also be accommodated and more complex arrangements can be handled by our IT Support staff.

### **What type of events could I hold at WCHRE?**

- Seminars & Forums
- Training Workshops
- Business Conferences
- Product Exhibitions
- Group Discussions
- Business Conferences
- In-house Company Projects
- Annual General Meetings
- Board Meetings
- Breakfast Meetings
- Information Sessions
- Press Conferences
- Focus Groups