



VIRTUAL LEARNING EXPERIENCE BOOKING REQUEST FORM

Please email your completed booking form to: 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

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 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 at least 2 business days before your session.

I agree the above booking terms and conditions

Information Privacy Statement -

The Great Barrier Reef Marine Park Authority (GBRMPA) recognises the importance of your privacy rights, and in turn, the importance of being transparent about how we collect, use, and share information about you, and demonstrates this by complying with the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs), the Spam Act 2003 (Cth), and other applicable privacy and data protection laws such as the European Union General and Data Protection Regulations (GDPR). Please refer to the Great Barrier Reef Marine Park Authority's [privacy policy](#) for further information.

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

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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		

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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

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@gbmpa.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: _____

