Sustainable and enterprising communities of Aboriginal and Torres Strait Islander people underpinned by appropriate ‘fit for purpose’ technology.
# Conference Room Name

Jeanne Liddle Conference Room

Jeanne Liddle is a local Arrernte woman with expertise in welfare issues and education. Appointed to the CfAT Ltd Board in 1991, she dedicated time and commitment as a CfAT Ltd Director for 23 years. Jeanne trained in nursing, however spent years working in welfare and education industry. In acknowledgement to Jeanne who is still with us, CfAT Ltd dedicated the name of the Conference Room in her honour.
Who we are

The Centre for Appropriate Technology Limited comprises the Centre for Appropriate Technology Limited (CfAT Ltd), an Aboriginal and Torres Strait Islander (ATSI) owned not-for-profit business, and Ekistica (Pty Ltd), its wholly owned commercial subsidiary.

CfAT Ltd has a head office based in Alice Springs with a national focus, currently undertaking projects across Central and Northern Australia (WA, NT, Qld and SA). CfAT Ltd has a proven record of accomplishment of implementing highly successful partnerships and technology solutions with Aboriginal and Torres Strait Islander communities. CfAT Ltd’s success is built upon effective Aboriginal community engagement and true collaboration in decision making, planning, implementation and assessment. CfAT Ltd is also a Registered Training Organisations (RTO 0857).

Ekistica is regional and remote Australia’s leading advisory and technical consultancy firm providing advisory, engineering design and project delivery services. Clients include state and national governments, intergovernmental agencies, power utilities, community service organisations, and large commercial and private investment firms across a range of domestic and international markets.

The Company group has over 60 Staff and has a $9m annual turnover.
The Irrarnte Café

The on-site Irrarnte Café provides a wide range of meals and refreshments. You can order meals to be delivered to the room by emailing irrarnte.cafe@catercare.com.au or by calling 08 8951 8391. Click the menu below.

The Conference room capacity:
- 24 people U-Shaped
- 20 people Board Room Style
- 60 people Theater Style
- 24 people Classroom

Seating Style

Quote

“Thanks for having us at the conference room this week. Everything went really well again.”

Anonymous
Wifi and Internet

If you require the internet, there is a wireless network available for the Conference Centre. Please contact Sheree at CfAT Ltd Reception on 08 8959 6100 alternatively email sheree.butters@icat.org.au.

**NOTE: WIFI MUST BE RESERVED AT TIME OF BOOKING.**

The PA system

The PA system is set up and ready to use, however you may need to adjust the volume.

![PA system components](image)

**Connecting to the PA system**

For audio in your presentation, turn on the PA system ‘above right’.

**For laptop connection:** Press INPUT on the Yamaha amplifier ‘above’ to connect BLUETOOTH. Turn on BLUETOOTH on your laptop and select pair with RXV479D375.

**For desktop:** Connect the computer to the VGA projector cord (located at the front of the room).

VGA projector cord in image on right.
Using the Data projector

The data projector is located on a drawer inside the cupboard. To start using, open the cupboard, pull drawer out approx. 15cm and turn power on. Wait for a few seconds till you see a blue light projecting onto the wall.

Using your keyboard press the shortcut keys Home & P at the same time to display the projector options displayed below. Select the last option.

Projector screen

A white knob is located at the front of the room (near the air-con switch. Turn this knob to display the projector screen.

Air-conditioner adjusting

Open cover, press mode approx. three times to turn on cool. Press button underneath mode to turn on FAN.
Conference Centre and adjacent facilities

The conference facility is equipped with adjustable lighting, audio-visual equipment and air-conditioning.

The facility has a fully contained kitchen, dishwasher, water purifier and urn.

The rest room facility includes a disability lavatory, and a ramp from our parking bays adjacent to the conference room.

Complimentary tea, coffee, sugar and milk are provided.

Teleconference

To conduct a teleconference contact our Reception on (08) 8959 6100 or Sheree Butters on sheree.butters@icat.org.au

The teleconference machine can connect 30 people on a call at one time.
**Products or Services**

*Extra charges may be incurred for a large quantity of items e.g. laptops.*

<table>
<thead>
<tr>
<th><strong>CONFERENCE ROOM</strong></th>
<th><strong>DATA PROJECTOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Located in a natural setting, 12 km South of Alice Springs the conference room is suitable for workshops, seminars, training facilities and meetings.</td>
<td>Display your information on a large screen located in the center of the conference room.</td>
</tr>
<tr>
<td><strong>Price:</strong> $330.00 per day, or; $248.00 half day</td>
<td><strong>Price:</strong> $110.00 per day, or; $55.00 half day</td>
</tr>
<tr>
<td><strong>Item #:</strong> 000001</td>
<td><strong>Item #:</strong> 000002</td>
</tr>
<tr>
<td><strong>Type:</strong> Meeting Room</td>
<td><strong>Type:</strong> IT Equipment</td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>LAPTOP OR DESKTOP</strong></th>
<th><strong>SKYPE &amp; TELECONFERENCING</strong></th>
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</thead>
<tbody>
<tr>
<td>Laptop or desktop computer function to utilise when you are facilitating a meeting or training.</td>
<td>Use teleconferencing or videoconferencing when meeting with participants in another location.</td>
</tr>
<tr>
<td><strong>Price:</strong> $88.00 per day, or; $44.00 half day</td>
<td><strong>Price:</strong> $88.00 per day, or; $44.00 half day</td>
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<tr>
<td><strong>Item #:</strong> 000003</td>
<td><strong>Item #:</strong> 000004</td>
</tr>
<tr>
<td><strong>Type:</strong> IT Equipment</td>
<td><strong>Type:</strong> Video conferencing</td>
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</tbody>
</table>

**Terms and conditions:**

**Deposit:** A minimum deposit of 50% of the full amount of the reservation is required prior to arrival. A change and/or cancellation fee of $15.00 is charged per reservation.

**Damages:** CfAT Ltd does not accept responsibility for any items damaged, lost or stolen that are brought into the venue. No blue-tac to be used on walls, however, it can be used on glass and gloss paint doors.

**General:** The organiser is responsible for the orderly conduct of attendees. The cost of any damage caused to the building, furniture or equipment will be the responsibility of the organiser. If you require Staff members to assist with the set/pull down of any event, additional fees will be charged. Access outside normal business hours (8.00am – 5.00pm) may attract additional fees.
Room Booking Form

**Room Location:** Desert Peoples Centre (DPC) annex, via Desert Knowledge Precinct (DKP), South Stuart Highway, Alice Springs NT 0870 or 90 Heath Road Connellan, Alice Springs NT 0870

**Invoice Customer:**

<table>
<thead>
<tr>
<th>Company Name:</th>
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<tbody>
<tr>
<td>Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
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<tr>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Phone:</td>
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**Booking Type:**

**Room Location: 90 Heath Road**
- Jim Bray Board Room
- Jeanne Liddle Conference Centre

**Room Location: DPC via DKP**
- Design Studio
- Classroom A & B
- Tea Room
- Meeting Room

**Purpose of Booking:**

<table>
<thead>
<tr>
<th>Activity:</th>
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<tbody>
<tr>
<td>Dates from/to:</td>
<td></td>
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<tr>
<td>Times:</td>
<td></td>
</tr>
<tr>
<td>No. Attendees:</td>
<td></td>
</tr>
<tr>
<td>Do you have an activity program you could attach?</td>
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</tbody>
</table>
CENTRE FOR APPROPRIATE TECHNOLOGY
We give you two easy ways to order:

Visit us on the Web

Fill out the order form and Email it to us at alice@icat.org.au