

MACQUARIE UNIVERSITY CAMPUS CONTACT LIST

DEPARTMENT	SERVICE	EXTENSION
Academic Management Support	Student lists for direct mail activities	6181
Alumni Office	Distributes Sirius publications as an HTML email which be used to publicise events	7381
Learning and Teaching Centre	Audio visual	7571
	i-Lecture	7571
	Media production	9668
Equity Support Unit	Disability advice / support	6494
Office of Financial Services	Fringe Benefits tax	7369/1684
	Insurance	1683
	Public Liability	1683
	Budget quotations advice	1671
Marketing Unit	Banners-lectern/ pull-up/ Macquarie, stage.	6046 / 6079
	Disability access signs	
	Red University table cloths	
	Signage	
	Advice on all other events acitivities and services	
	Open Day	
	Acknowledgment/Welcome to country	4112
	Cultural sensitivities	
	Invitations-cards, wordings, dress codes, guest lists, RSVP	
	Protocol for VIP guests	
	Language interpreters	
	Advice on event protocol	7456
	Media management	
	Graphic design	
	Market research	4110
Macquarie Applied Finance Centre	Venue Hire	9223 6231
Macquarie Graduate School of Management	Venue hire	9300
Macquarie Graduate School of Management-CBD	Venue Hire	8274 8340
Macquarie International	Management of international visits	1600
Macquarie University News	Features stories and publicity on events	7456
Macquarie University Printery	All printing requirements.	7385
Office of Facilities Management	Booking campus venue in Central Pool	9718
	Air-conditioning controls	7112
	Chairs	7187
	Cleaning	
	Extension cords	9999
	Emergency services contact	
	First Aid	
	Noise management	7112
	Parking	7135 / 7112
	Traffic control	
	Security	
U@MQ	Catering and venue hire	7604
MGSM – North Ryde Campus		9300
MGSM CBD Campus		(02) 8274 8340
Macquarie Applied Finance Centre Sydney City Office		(02) 9223 6231
Dunmore Lang College		(02) 9856 1011
Robert Menzies College		(02) 9936 6012
Access Macquarie		4729