



Booking Confirmation 1703202610136910A

From noreply@sydney.edu.au <noreply@sydney.edu.au>
 Date Wed 3/18/2026 11:25 AM
 To Hugo Cho <dcho7259@uni.sydney.edu.au>

We are pleased to confirm your recent venue booking.

Please find below the details of your booking.

Booking Title:	NCRA - Seminar workshop
Booking Reference Number:	1703202610136910A
Booking Person:	Hugo Cho
Booking Status:	Accepted
Date(s):	24 Mar 2026
Day:	Tuesday
Booking Starts:	18:00
Booking Ends:	20:00
Room:	F10A.04.446.Law Building Annex.Law Annex Seminar Room 446
Booking Made For:	
Event Organiser Name	Do Hui (Hugo) Cho
Phone	0406 983 075
Employee Type	Student
What is your Organisation (i.e. Faculty/School/PSU/Society or equivalent etc.)?"	Nushu Culture & Research Association (student-led society)
Booking Type	Seminar/Lecture/Workshop/Presentation
Expected Number of Attendees (including event staff, speakers, etc.)	20
Attendee Type	Internal attendance only (i.e. University Staff and/or Students)
If "Other" please provide details	
Are any of the invitees or other people known to be attending the event (including, but not limited to, organisers, speakers, panel members, media representatives, and invited guests) a person listed or representing a person or entity listed on the DFAT Consolidated List or Sanctions List administered by OFAC?	No
Please review this list:	https://www.dfat.gov.au/international-relations/security/sanctions/consolidated-list
Please review this list:	https://sanctionssearch.ofac.treas.gov
If yes, specify:	N/A
Note: These questions are being asked to ensure the holding of the event will not be in breach of any applicable sanctions laws.	
Event Description	Nushu Culture & Research Association (NCRA) is planning to hold a seminar event, the topic being feminist literature in the 18th and 19th century.

Are there any accessibility requirements?	No
Are guests paying to attend the event?	No
Is your event catered?	No
If "Yes" will it require heat/steam?	No
Will the event include any sale or consumption of alcohol?	No
Will the event include any structures or equipment?	No
If yes please provide details of tents, marquees, stages etc.	N/A
Will the event include any noise that could impact the University community?	No
If "Yes" please provide details	N/A
Is this event being organised with involvement from any External parties?	No – Internal event only
If "Yes" Please quantify the amount of support the university is providing to the event (financially/owning & advertising of event) including support services and/or venue hire (if applicable).	N/A
If "Yes" Please quantify the External Party level of involvement, including their name and their share of the event.	N/A
Will your event have any other suppliers or non-University service providers?	No
Will there be any VIP's / Speakers attending this event?	No
If "Yes" Please list all VIP's / Speakers planning to attend this event	N/A
Will the University of Sydney name or brand be used for marketing this event beyond the event location/address details?	No
Additional Information/Comments	
Click this link to view terms of hire:	https://sydneyuni.service-now.com/sm?id=kb_article_view&sys_kb_id=67e49621c3161e18e76c7d2a0501313e
I acknowledge that:	text text text

If you have supporting documentation for this booking, please upload below. Note: maximum of 1 document upload.

Thank you for your booking—it's now been approved.

If you need to make any changes to your booking, such as adjusting the number of attendees, the timing, or any catering details, just update your request with the new information. This helps our team stay in the loop and support you as smoothly as possible.

A quick reminder: food and drinks are not allowed in General Teaching Spaces (GTS).

To keep the space welcoming for everyone, please ensure the room and surrounding area are left clean and tidy. Any rubbish must be removed before you leave.

If you have any questions, feel free to get in touch with the University Venues team using the below chat link.

<https://sydneyuni.service-now.com/sm?>

[id=sc_cat_item&sys_id=e335a4b287ff3010fb4dab0a0cbb3539&sysparm_category=69f55ed4dbcc0110eab96a1505961995](https://sydneyuni.service-now.com/sm?id=sc_cat_item&sys_id=e335a4b287ff3010fb4dab0a0cbb3539&sysparm_category=69f55ed4dbcc0110eab96a1505961995)

Jonathan Lin

You can view your booking here: [Click Here](#)

This is an automatically generated email from the Room and Resource Booking System. Please do not reply to this email.

Please contact your **Booking Person** (reflected above) if you have any queries.