

Section 22

**From:** Section 22  
**Sent:** Thursday, 30 November 2023 3:47 PM  
**To:** Section 22  
**Cc:** Section 22  
**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi Section 22

We do not have event in the morning, Section 22 just called maybe 10.30am?

Should you have further enquiries, please do not hesitate to contact me at any time.

Regards,

Section 22

Event Executive

Section 22

Sheraton Grand Sydney Hyde Park  
161 Elizabeth Street, Sydney NSW 2000



[sheratongrandsydney.com](https://sheratongrandsydney.com) | [Instagram](#) | [Facebook](#)

2023 SPICE HOT 100 HOTELS & VENUES FOR 2023| Best Large Venue in Australia

2019 CTRIPHOTEL GUIDE | Most Recommended Award

2018 WORLD LUXURY HOTEL AWARDS | Luxury Business Hotel

2018 WORLD TRAVEL AWARDS | Australasia's Leading Hotel & Australia's Leading Hotel Suite

2018 TOURISM ACCOMMODATION AUSTRALIA (NSW) AWARDS FOR EXCELLENCE | Redeveloped/ Refurbished Hotel

2018 HM AWARDS 2018 | Business Hotel

2018 FINALIST QANTAS BUSINESS TRAVEL AWARDS | Best Hotel Club Lounge Australia

---

**From:** Section 22  
**Sent:** Thursday, 30 November 2023 3:34 PM  
**To:** Section 22  
**Cc:** Section 22  
**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Thanks so much Section 22

I just quickly wanted to confirm what was the earliest time we could arrive for set-up?

Kind regards

Section 22

---

**From:** [REDACTED] Section 22  
**Sent:** Thursday, 30 November 2023 1:58 PM  
**To:** [REDACTED] Section 22  
**Cc:** [REDACTED] Section 22  
**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear [REDACTED] Section 22

Perhaps we mix up another version of floor plan, please see the attached with 10 tables

Should you have further enquiries, please do not hesitate to contact me at any time.

Regards,

[REDACTED] Section 22

Event Executive

[REDACTED] Section 22

Sheraton Grand Sydney Hyde Park  
161 Elizabeth Street, Sydney NSW 2000



[sheratongrandsydney.com](https://sheratongrandsydney.com) | [Instagram](#) | [Facebook](#)

2023 SPICE HOT 100 HOTELS & VENUES FOR 2023| Best Large Venue in Australia  
2019 CTRIPHOTEL GUIDE | Most Recommended Award  
2018 WORLD LUXURY HOTEL AWARDS | Luxury Business Hotel  
2018 WORLD TRAVEL AWARDS | Australasia's Leading Hotel & Australia's Leading Hotel Suite  
2018 TOURISM ACCOMMODATION AUSTRALIA (NSW) AWARDS FOR EXCELLENCE | Redeveloped/ Refurbished Hotel  
2018 HM AWARDS 2018 | Business Hotel  
2018 FINALIST QANTAS BUSINESS TRAVEL AWARDS | Best Hotel Club Lounge Australia

---

**From:** [REDACTED] Section 22  
**Sent:** Thursday, 30 November 2023 1:54 PM  
**To:** [REDACTED] Section 22  
**Cc:** [REDACTED] Section 22  
**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

---

Hi [REDACTED] Section 22

Thanks for the heads up and we will be in contact with [REDACTED] Section 22 tomorrow if we need any assistance during the event.

Could I please just double check how many oval tables will be in the room tomorrow? I think we initially confirmed 10 oval tables but the room plan that you sent only shows 6.

Thank you.

Kind regards,

Section 22

---

**From:** Section 22

**Sent:** Thursday, 30 November 2023 11:27 AM

**To:** Section 22

**Cc:** Section 22

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear Section 22

Cannot believe the celebration is tomorrow!!

As I have last minute appointment and will be out of office tomorrow, Section 22 will be in the hotel and please feel free to reach her if you need any assistant tomorrow.

Should you have further enquiries, please do not hesitate to contact me at any time.

Regards,

Section 22

Event Executive

Section 22

Sheraton Grand Sydney Hyde Park

161 Elizabeth Street, Sydney NSW 2000



[sheratongrandsydney.com](https://sheratongrandsydney.com) | [Instagram](#) | [Facebook](#)

2023 SPICE HOT 100 HOTELS & VENUES FOR 2023| Best Large Venue in Australia

2019 CTRIPHOTEL GUIDE | Most Recommended Award

2018 WORLD LUXURY HOTEL AWARDS | Luxury Business Hotel

2018 WORLD TRAVEL AWARDS | Australasia's Leading Hotel & Australia's Leading Hotel Suite

2018 TOURISM ACCOMMODATION AUSTRALIA (NSW) AWARDS FOR EXCELLENCE | Redeveloped/ Refurbished Hotel

2018 HM AWARDS 2018 | Business Hotel

2018 FINALIST QANTAS BUSINESS TRAVEL AWARDS | Best Hotel Club Lounge Australia

---

**From:** Section 22

**Sent:** Tuesday, 28 November 2023 10:55 AM

**To:** Section 22

**Cc:** Section 22

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Hi [REDACTED]

Hope you are well 😊

Could we please amend the name on electronic event signage to 'EOY 2023 - Royal Blue Rendezvous'. We've been advised by our management that we aren't able to have our company name in any public areas. That name will be quite well understood within APRA due to our marketing so there won't be any risk of confusion.

Thanks in advance and looking forward to Friday!

Kind regards

[REDACTED]

---

**From:** [REDACTED] Section 22

**Sent:** Friday, 24 November 2023 10:58 AM

**To:** [REDACTED] Section 22

**Cc:** [REDACTED] Section 22

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear [REDACTED]

Well noted 😊

Regards,

[REDACTED] Section 22

Event Executive

T [REDACTED] Section 22

Sheraton Grand Sydney Hyde Park

161 Elizabeth Street, Sydney NSW 2000



[sheratongrandsydney.com](https://sheratongrandsydney.com) | [Instagram](#) | [Facebook](#)

2023 SPICE HOT 100 HOTELS & VENUES FOR 2023 | Best Large Venue in Australia

2019 CTRIPHOTEL GUIDE | Most Recommended Award

2018 WORLD LUXURY HOTEL AWARDS | Luxury Business Hotel

2018 WORLD TRAVEL AWARDS | Australasia's Leading Hotel & Australia's Leading Hotel Suite

2018 TOURISM ACCOMMODATION AUSTRALIA (NSW) AWARDS FOR EXCELLENCE | Redeveloped/ Refurbished Hotel

2018 HM AWARDS 2018 | Business Hotel

2018 FINALIST QANTAS BUSINESS TRAVEL AWARDS | Best Hotel Club Lounge Australia

---

**From:** [REDACTED] Section 22

**Sent:** Thursday, 23 November 2023 5:06 PM

**To:** [REDACTED] Section 22

**Cc:** [REDACTED] Section 22

Section 22

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Hi Section 22

Thanks for your patience.

In terms of numbers, lets go with 500.

Please see below for list of dietary requirements:

- Halal
- Vegetarian
- Vegan
- Lactose intolerance
- Gluten intolerance and coeliac disease
- Nut allergy (not anaphylactic)
- Coconut allergy
- Seafood allergy
- Strawberry allergy

Please let me know if any issues.

Thanks again 😊

Section 22

Analyst — Banking Branch 2

Section 22

**AUSTRALIAN PRUDENTIAL REGULATION AUTHORITY**

1 Martin Place (Level 12), Sydney, NSW 2000

GPO Box 9836, Sydney, NSW 2001

T 02 9210 3000 | W [www.apra.gov.au](http://www.apra.gov.au)



APRA



APRA acknowledges the traditional custodians of the lands and waters of Australia and pays respect to Aboriginal and Torres Strait Islander peoples past and present.



**From:** Section 22

**Sent:** Wednesday, 22 November 2023 4:40 PM

**To:** Section 22

**Cc:** Section 22

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear [Section 22]

Allow me to follow up the final number for the food we should prepare?

Should you have further enquiries, please do not hesitate to contact me at any time.

Regards,

[Section 22]

Event Executive

[Section 22]

Sheraton Grand Sydney Hyde Park

161 Elizabeth Street, Sydney NSW 2000



[sheratongrandsydney.com](https://sheratongrandsydney.com) | [Instagram](#) | [Facebook](#)

2023 SPICE HOT 100 HOTELS & VENUES FOR 2023| Best Large Venue in Australia

2019 CTRIPHOTEL GUIDE | Most Recommended Award

2018 WORLD LUXURY HOTEL AWARDS | Luxury Business Hotel

2018 WORLD TRAVEL AWARDS | Australasia's Leading Hotel & Australia's Leading Hotel Suite

2018 TOURISM ACCOMMODATION AUSTRALIA (NSW) AWARDS FOR EXCELLENCE | Redeveloped/ Refurbed Hotel

2018 HM AWARDS 2018 | Business Hotel

2018 FINALIST QANTAS BUSINESS TRAVEL AWARDS | Best Hotel Club Lounge Australia

---

**From:** [Section 22]

**Sent:** Tuesday, 21 November 2023 9:34 AM

**To:** La [Section 22]

**Cc:** [Section 22]

**Subject:** RE: External : December 2023 EOY Celebration enquiry [SEC=OFFICIAL]

**This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.**

---

Hi [Section 22]

Thanks for the responses to our queries.

Could we please get approximately 10 seats in the Philip room.

For gluten-free items, please check with the kitchen if they are **prepared in separate areas**. Even if they gluten-free items are served separately, they can be contaminated if prepared in the same space as normal food.

Thanks [Section 22], appreciate that.

Kind regards,

[Section 22]

Section 22































































