## MEETING AND EVENT FACILITIES

80a Turner Street, Port Melbourne VIC 3207

## OVERVIEW

ARRB is the National Transport Research Organisation and the leading provider of Australia's road and transport research, helping our nation build towards a connected mobility future.

As part of our commitment to knowledge transfer, ARRB is making its next-generation facilities available for use to external organisations.

Our first-class National Transport Research Centre in Port Melbourne boasts a variety of different sized rooms equipped with cutting-edge technology suitable for your events and meetings. All you need to do is bring your own device, plug in and focus on what you do best.

The state-of-the-art facilities and meeting rooms are available for break-out meetings, events and off-site company gatherings. We have created next-generation spaces tailored to half-day and full-day events or meetings.

Get in touch with the ARRB Meeting and Event Facilities Team to arrange a tour or book a space.

#### FACILITIES AND SUPPORT

We are committed to offering customised solutions that give you the space, services, equipment and access you need to make your meetings and events a success. All our rooms have wheelchair access except Innovation Labs 1 and 2.

#### ACCOMMODATION AND ACCESSIBILITY

We are located in Port Melbourne, 4km from Melbourne CBD, with neighbouring areas such as South Wharf and Docklands providing dozens of hotels, apartments, restaurants and other facilities. There are buses that connect to our closest station, Southern Cross. On-site parking is available but is limited and will need to be discussed with our event coordinators.

#### **ROOM SET-UP KEY**

				:
Classroom	U-shape	Theatre	Cabaret	Board Room

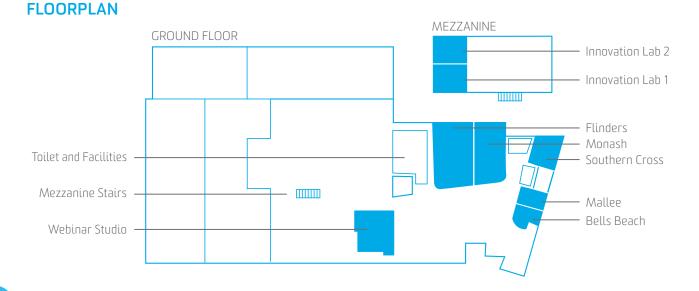
FUNCTION SPACE	MAX	CAPA	CITY		
		<b>I_I</b>			:
Flinders	24	22	70	42	N/A
Monash	24	18	50	36	N/A
Auditorium - Flinders and Monash	40	32	140	80	N/A
Southern Cross	N/A	N/A	N/A	N/A	14
Mallee	N/A	N/A	N/A	N/A	10
Bells Beach	N/A	N/A	N/A	N/A	10
Innovation Lab 1	10	11	N/A	N/A	10
Innovation Lab 2	10	11	N/A	N/A	10
Innovation Labs 1 and 2	20	21	50	N/A	24

#### **CUSTOMER SUPPORT**

A big part of our service offering is our commitment to understanding your needs. Your customer support coordinator will look after your training needs, from sourcing additional training equipment to catering. ARRB's in-house IT technicians ensure each technical element is ready for your training event.

#### CATERING AND REFRESHMENTS

You are welcome to organise your own catering, or we can organise catering on your behalf. We provide a choice of healthy and delicious catering packages, and if you are running a multi-day training course your team will have plenty of variety across their training days.



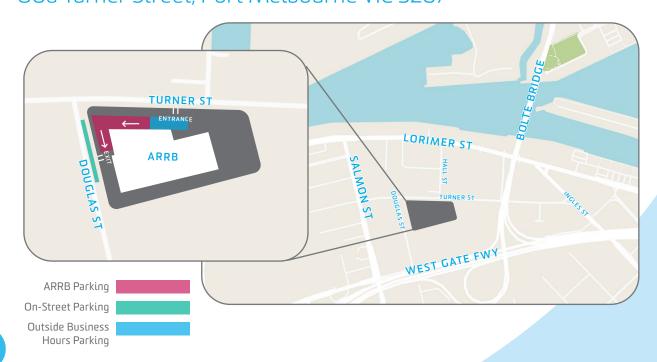
## **ROOM PRICING**

FUNCTION SPACE	HALF DAY	FULL DAY
Seminar (Flinders or Monash)	\$950	\$1,400
Auditorium - Flinders and Monash	\$1,200	\$2,000
Board Room (Southern Cross)	\$500	\$850
Meeting room (Mallee and Bells Beach)	\$350	\$600
Innovation Lab (1 or 2)	\$500	\$850
Innovation Labs - 1 and 2	\$850	\$1,200

#### WIFI INCLUDED IN ROOM BOOKING

ADDITIONAL EXTRAS	COST
CATERING	
Nespresso Coffee and Tea	\$3 per person
Unlimited Soft Drink, Juice, Coffee and Tea	\$5 per person per day
Catering	Price of order + 15% service fee
A.V.	
Recording of Event	\$550 half day, \$650 full day
Microphone (Handheld or Lapel Mic)	\$80
Laptop	\$100
I.T. Assistance	\$80
EXTRAS	
Pens (Sets of 10)	\$6.00 each
Mints	\$15 per pack
A5 Notepads (Sets of 10)	\$20 each
Concierge	\$250 half day, \$400 full day

## **DIRECTIONS AND PARKING** 80a Turner Street, Port Melbourne VIC 3207



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## **FLINDERS**

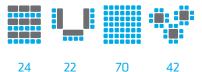
A seminar room fitted with two projectors, perfect for workshops and seminars or presentations.

#### **SUMMARY**

- Capacity: 70 people
- Function: seminar, workshop or presentation
- Features: two projectors for video-conferencing with tracking camera
- Wireless and HDMI content sharing



#### SEATING OPTIONS



## MONASH

A seminar room fitted with a projector, video-conferencing and content-sharing capabilities.

#### **SUMMARY**

- Capacity: 50 people
- Function: seminar, workshop or presentation
- Features: one projector and video-conferencing
- Wireless and HDMI content sharing



#### SEATING OPTIONS



## AUDITORIUM - FLINDERS AND MONASH

A large auditorium fitted with three projectors, video-conferencing and content-sharing capabilities. This option allows for enormous flexibility and is ideal for larger workshops and seminars/presentations.

#### **SUMMARY**

- Capacity: 140 people
- Function: workshop or seminar
- Features: three presentation projectors, video-conferencing
- Wireless and HDMI content sharing





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## SOUTHERN CROSS

A large board room-style meeting space with state of the art technology and access to a kitchenette.

#### **SUMMARY**

- Capacity: 14 people
- Function: meeting room
- Features: 79 " media screen
- Video-conferencing
- Wireless content sharing



#### SEATING OPTIONS



## **BELLS BEACH**

A meeting room at the front of the office with easy access and a 55 " media screen.

#### **SUMMARY**

- Capacity: 10 people
- Function: meeting room
- Features: 55 " media screen
- Wireless and HDMI content sharing
- Whiteboard wall



## SEATING OPTIONS

# MEETING & EVENT FACILITIES

## MALLEE

A private meeting room with access to a small kitchenette.

#### SUMMARY

- Capacity: 10 people
- Function: meeting room
- Features: 65 " media screen
- Video-conferencing
- Wireless and HDMI content sharing



SEATING OPTIONS

10

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## **INNOVATION LAB 1 OR 2**

Specially designed innovation spaces with state-of-the-art technology, overlooking the ARRB labs.

#### LAB 1

Outfitted with an 84 " media screen and with video-conferencing capabilities as well as wireless and HDMI content sharing.

#### **LAB 2**

Sharing the same content sharing capabilities as Lab 1, with video conferencing and a 79 " media screen.

#### **SUMMARY**

- Capacity: 11 people
- Function: workshop or seminar
- Features: 84 " media screen (Lab 1) or 79 " media screen (Lab 2)
- Video-conferencing
- Wireless and HDMI content sharing



#### SEATING OPTIONS



10 11 10

## COMBINED - INNOVATION LABS 1 AND 2

A large space designed to accommodate innovation and facilitate dynamic thinking, with access to an 84 " and 79 " media screen. The space overlooks the ARRB labs, with HDMI and wireless content sharing capabilities and access to conferencing technology.

#### **SUMMARY**

- Capacity: 24 people
- Function: workshop or seminar
- Features: 84 " and 79 " media screen
- Video-conferencing
- Wireless and HDMI content sharing



#### SEATING OPTIONS

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20	21	50	74

## WEBINAR STUDIO

The ARRB webinar room is fully equipped with first-class sound technology, including soundproofing, sound equipment and webinar software for presenting and recording.

With capacity for four panellists plus moderator, the webinar room is one of the best in the roads and transport industry. The studio's excellent lighting options also make it an ideal location for filming presentations and interviews.

#### SUMMARY

- Capacity: four people
- Function: webinar and podcast
- Features: sound proofing, professional microphone
- Webinar software allows tracking of questions throughout and a detailed report following the webinar
- Recording availability



Former Deputy Prime Minister Michael McCormack in our webinar studio

## **BOOKING FORM**

#### PLEASE COMPLETE AND SUBMIT THE BELOW BOOKING FORM TO:

🤌 events@arrb.com.au

### ONE OF OUR TEAM MEMBERS WILL BE IN TOUCH WITH AVAILABILITY AND A QUOTE.

DATE(S):	TIME (START AND END):		
ROOMS		TICK	
Cominan		Flinders:	
Seminar		Monash:	
Auditorium (Flinders and Mo	nash)	Auditorium:	
Board Room (Southern Cross)	)	Board Room:	
Mastine Deser		Mallee:	
Meeting Room		Bells Beach:	
		Lab 1:	
Innovation Lab		Lab 2:	
Innovation Labs (1 and 2)		Labs 1 and 2:	

ADDITIONAL EXTRAS	ТІСК
Nespresso Coffee and Tea	
Unlimited Soft Drink, Juice, Coffee and Tea	
Catering (Organised by ARRB)	
Catering (BYO)	
A.V. Recording of event half day	
A.V. Recording of event full day	
Microphone (Handheld or Lapel Mic)	
Laptop	
I.T. Assistance*	
Concierge half day**	
Concierge full day**	
Pens (Sets of 10)	
Mints	

Additional notes/comments:

\*I.T. required for room recording or video conferencing. \*\*Concierge required if catering needs to be set up.

10% deposit required to secure booking. Cancellations must be received no later than 48 hours prior to the event. Cancellations after this time will lose their deposit.

FOR MORE INFORMATION CONTACT - Annual Annua

ARRB iMPACT P: +61 3 9881 1555

E: events@arrb.com.au

#### ARRB.COM.AU

ARRB Group Ltd | ABN 68 004 620 651 80a Turner St, Port Melbourne VIC 3207, Australia.