## 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 |

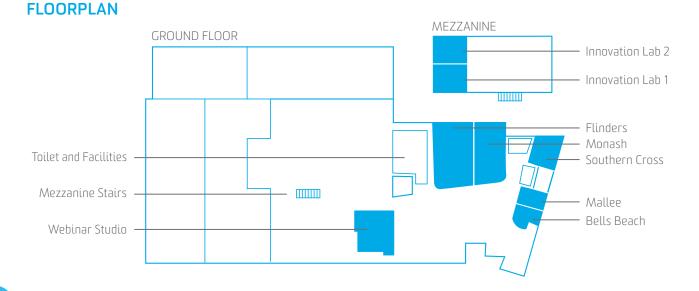
| FUNCTION SPACE                      | MAX | CAPA       | CITY |     |     |
|-------------------------------------|-----|------------|------|-----|-----|
|                                     |     | <b>I_I</b> |      |     | :   |
| Flinders                            | 24  | 22         | 70   | 42  | N/A |
| Monash                              | 24  | 18         | 50   | 36  | N/A |
| Auditorium - Flinders<br>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.



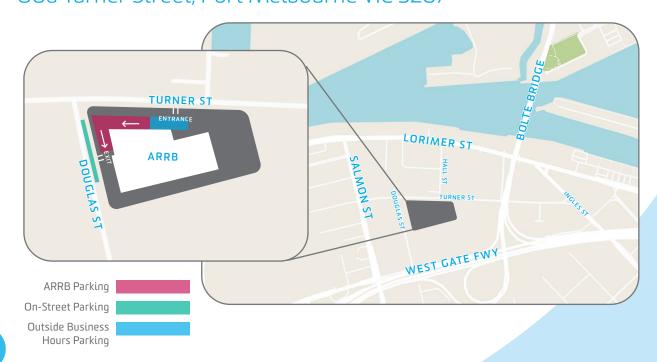
## **ROOM PRICING**

| 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**

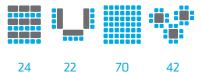
A seminar room fitted with two projectors, perfect for workshops and seminars or presentations.

#### **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



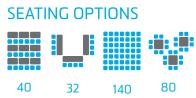
## AUDITORIUM - FLINDERS AND MONASH

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

|    | <b>!_!</b> ! |    | :  |
|----|--------------|----|----|
| 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

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E: events@arrb.com.au

#### ARRB.COM.AU

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