

**NTRO**  
NATIONAL TRANSPORT  
RESEARCH ORGANISATION

# Meeting and Event Facilities



80A TURNER STREET  
PORT MELBOURNE

# Overview

NTRO 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, NTRO 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.

**Get in touch with the NTRO 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.

## 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. NTRO's in-house IT technicians ensure each technical element is ready for your training event.

## ROOM SET-UP KEY



### Function Space

### Maximum Capacity

Function Space	Classroom	U-shape	Theatre	Cabaret	Board Room
Flinders	24	22	70	42	20
Monash	24	18	50	36	20
Auditorium - Flinders and Monash	40	32	140	80	40
Southern Cross	—	—	—	—	14
Mallee	—	—	—	—	10
Bells Beach	—	—	—	—	10
Innovation Lab 1	10	11	—	—	10
Innovation Lab 2	10	11	—	—	10
Innovation Labs 1 and 2	20	21	50	—	24

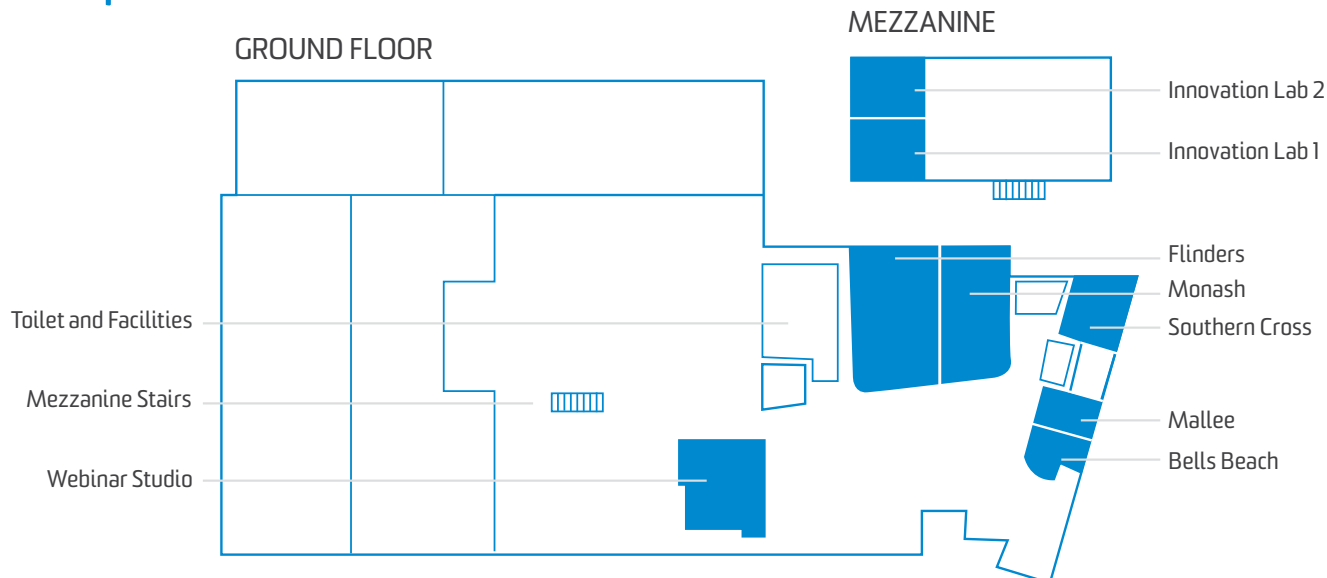
## Catering and Refreshments

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.

## 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.

# Floorplan Port Melbourne



# Room Pricing

Function Space	Half Day 08:00-12:00 / 12:00-16:00	Full Day 08:00 - 17:00	Evening From 18:00 (4-hour minimum)
Seminar (Flinders or Monash)	\$950	\$1,400	Full Day + \$80 p/h
Auditorium - Flinders and Monash	\$1,200	\$2,000	Full Day + \$80 p/h
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	

✓ Hire includes 1 hour bump in, 30mins bump out and 1 hour IT support (bump in only complimentary)

✓ wifi included in room booking

## Additional Extras

## Cost

### CATERING

Nespresso Coffee and Tea	\$3 per person, per half day / \$5 per person, per full day
Soft Drink, Juice, Brewed Coffee and Tea	\$5 per person, per half day / \$7 per person, per full day
Catering	Price of order + 20% service fee

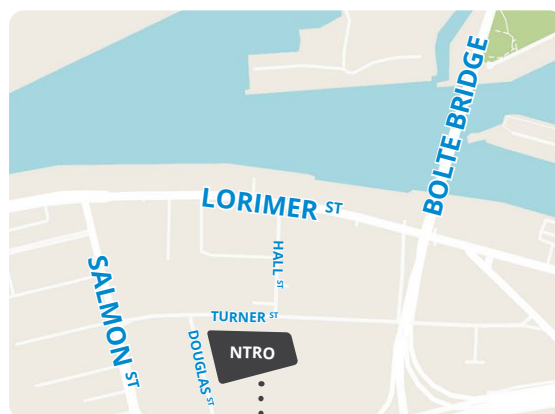
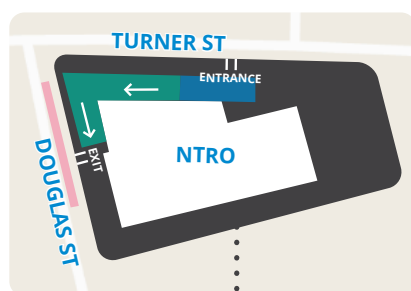
### EXTRAS

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, \$550 evening* *Please note concierge charge is compulsory for Auditorium and evening bookings.
Microphone (Handheld or Lapel Mic)	From \$80
Laptop	From \$100
Technical Assistance	From \$80 per hour

# Directions and parking

80A TURNER STREET, PORT MELBOURNE VIC 3207

- NTRO Parking
- On-Street Parking
- Outside Business Hours Parking





## 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



24



22



70



42



20



## 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



24



18



50



36



20



## 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

### SEATING OPTIONS



40



32



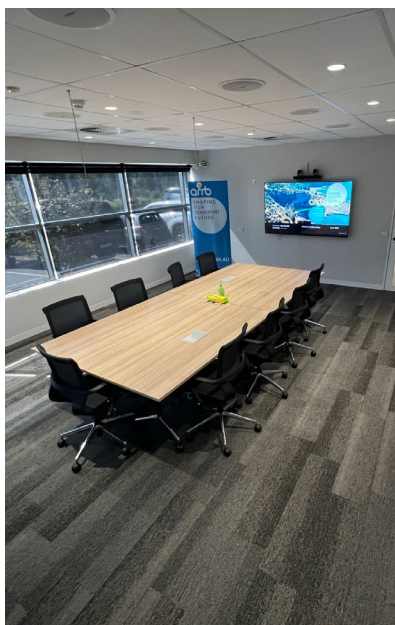
140



80



40



## Southern Cross

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

### SUMMARY



Capacity: **14 people**

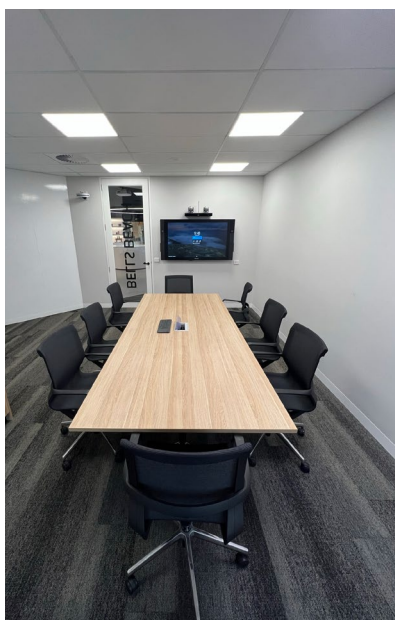
Function: Meeting room

Features: 79 " media screen  
Video-conferencing  
Wireless content sharing

### SEATING OPTIONS



14



## 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



10



## 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



**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.

## Innovation Lab 1 or 2

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

### SUMMARY



Capacity: **10 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



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.

## COMBINED - INNOVATION LABS 1 AND 2

### SUMMARY



Capacity: **24 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



## WEBINAR STUDIO

The NTRO 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

**CONTACT US FOR PRICING**



# BOOKING FORM

Please complete and submit the below booking form to: [info@ntro.org.au](mailto:info@ntro.org.au)

One of our team members will be in touch with availability and a quote.

Contact Name

Organisation

Contact Number

Email

Number of attendees

Event Date

Start Time

Finish Time

## Rooms

Seminar	Flinders	Monash
Auditorium (Flinders and Monash)	Auditorium	
Board Room (Southern Cross)	Board Room	
Meeting Room	Mallee	Bells Beach
Innovation Lab	Lab 1	Lab 2
Innovation Labs (1 and 2)	Labs 1 and 2	

## Additional extras

Nespresso Coffee and Tea	A.V. Recording of event half day	Technical Assistance*
Soft Drink, Juice, Brewed Coffee and Tea	A.V. Recording of event full day	Concierge half day**
Catering (Organised by NTRO)	Microphone (Handheld or Lapel Mic)	Concierge full day**
Catering (BYO)	Laptop	Pens (Sets of 10)
		Mints

Additional notes/comments:

\*Technical assistance required for room recording or video conferencing.

\*\*Concierge required for BYO catering, auditorium and evening bookings.

20% 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.



**CONTACT**

**TRAINING & EVENTS**

NATIONAL TRANSPORT RESEARCH ORGANISATION

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SCAN ME



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