



AUCKLAND

VENUE HANDBOOK

TELEPHONE 0800 629 088 EMAIL ENQUIRIES@CLIFTONS.COM

CREATING REMARKABLE EXPERIENCES

Events are as unique as you and your company

That's why every event hosted with Cliftons is tailored to your needs to make your experience successful and rewarding.

For conferences, corporate events and training, Cliftons' contemporary, purpose-built facilities enable you to achieve your goals.

Service excellence distinguishes us. We create memorable experiences through our approach to digital technology, food and atmosphere. Our professional staff pride themselves on making your day memorable.

With our international presence, you can always include your global connections and at Cliftons, necessities like a facilitator laptop, projector and flipchart don't cost extra - they're included every time.

Make your next meeting effortlessly exceptional, with a remarkable experience at Cliftons.



SPACES FOR ANY OCCASION

Whether you are holding an innovative product launch, a team strategy meeting, a three-day conference or a confidential client meeting via video-link, Cliftons Auckland is equipped to accommodate it. Our naturally lit, acoustically treated, and technically equipped spaces are flexible enough to cater for any purpose.

We can deliver events for 2 to 160 delegates.

HOW WOULD YOU LIKE YOUR LAYOUT?

U shape, classroom, theatre, boardroom, pods?

We can arrange your room however which way you like it. And if you need it re-arranged (several times) throughout the day, that's no problem either.

MAXIMUM CAPACITIES BASED ON SETUP	
Theatre seating	160
Exam (2pax)	84
Exam (1pax)	42
Classroom	84
Open Pod	80
Boardroom	40
U-Shape chairs only	56
U-Shape	34
Computer Classroom	60





BREAK-OUT AREAS

The spacious, contemporary break-out area provides a relaxing environment for delegates to mingle over a barista-grade flat white or catch up on emails.

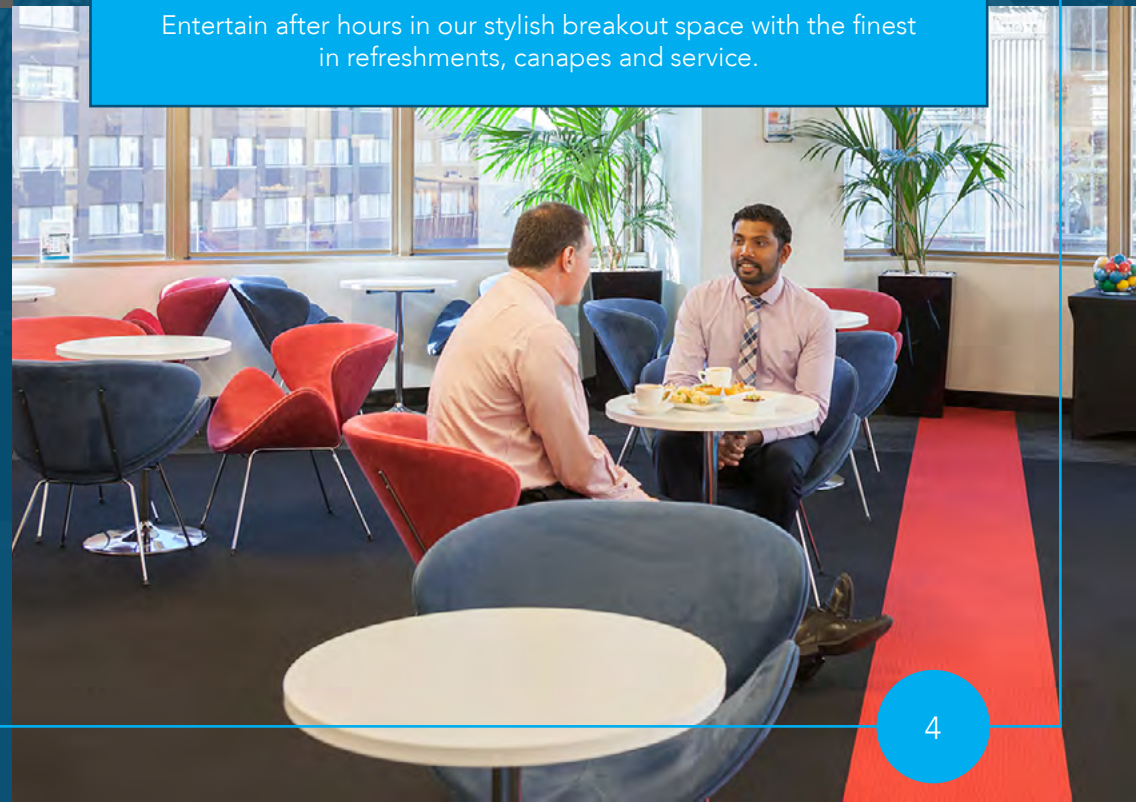
Our breakout lounge offers all-day tea and espresso coffee, Wi-Fi, power sockets, and a variety of seating options.

MAKE LASTING CONNECTIONS

Networking opportunities are critical to fostering new business leads and forming valuable partnerships. That's why we've put so much thought into creating spacious, comfortable, visually pleasing break-out spaces that foster quality delegate interaction.

BOOK OUR BREAKOUT AREA FOR YOUR NEXT FUNCTION

Entertain after hours in our stylish breakout space with the finest in refreshments, canapes and service.



SPACES THAT PUT YOU IN THE 'ZONE'

Comfortable, stylish, functional.

Our meeting rooms and conference spaces are designed for your utmost contentment and productivity. All rooms are fresh and contemporary, with abundant natural light, excellent acoustics and a supplementary air conditioning system that we can adjust for your comfort.

Our stylish, thoughtfully designed venue is completely adaptable to your needs, because in our experience aesthetically pleasing, comfortable environments = engaged, productive attendees.

CONFERENCE ROOMS

Maximum Functionality and Comfort.

Our conference rooms are designed to enable you to conduct your session as efficiently as possible to achieve outcomes. All the tools required for the job included with your space, such as your presenter's station complete with data projector, screen, facilitator laptop, speakers, markers, flipchart and whiteboard. Air-conditioning can be adjusted on request and acoustically treated walls ensure a quiet environment free from the distraction of outside noise.

Natural lighting, city views, in-room air conditioning control and ergonomic seating make for an inviting and comfortable setting in which to spend your day.

We can provide a guest registration service on arrival, and for clients who partner with us we offer an online guest registry and payment system in our Client Portal.

PERFECT FOR		
Town Halls	Product Launches	Training or Workshops
Roadshows	Regional Meetings	Special Events
Sales Kick-Offs	Industry Briefings	Tradeshows

CORPORATE EVENTS

A stylish and contemporary destination for corporate events with views of Auckland's CBD.

Ask us to arrange any seating layout, technology, theming, staging or entertainment equipment you desire. Our team will deliver your event effortlessly, from guest registration on arrival to technical support to delicious hot catering.

Opt for a networking lunch or breakfast, or toast to a successful day with canapes and drinks served by our professional hospitality team.

SPACES IDEAL FOR		
Product Launches	Exhibitions	Breakfast Meetings
Charity Fundraisers	Team Building Events	IT Camps



MEETING ROOMS

Rooms in which decisions are reached.

Practical and private meeting rooms suitable for groups large and small. For interstate or international meetings, we can set up high-definition video conferencing or virtual room experiences with full technical support. We provide a facilitator laptop, speakers, flipchart and whiteboard to aid productivity, and between sessions you can take advantage of our breakout areas to unwind over a soothing hot drink.

The perfect excuse for a productive day away from the office in refreshing spaces amidst the buzz of Auckland's CBD.

PERFECT FOR

Executive Meetings	Training or Workshops	Virtual Meetings
Strategy Meetings	Client Meetings	Mediation Meetings
Team Meetings	Arbitration	Confidential Meetings

COMPUTER ROOMS

Numerous computer rooms ideal for groups of delegates, developers, system architects or examinees.

Our late model computers, guaranteed network security and high speed internet enable groups to work or be trained together simultaneously, whether in the same room or across multiple Cliftons sites. Computer rooms can be set up for development and testing scenarios, product demonstrations and more.

We provide full technical support and can adapt our computer rooms to fit your purpose, including loading any software that you may require.

IDEAL FOR

Development Labs	Systems Testing	Computer Based Testing
Computer Based Exams	Software Training	Technical Lab Training
IT Training	Remote Training	Online Testing

BRING YOUR OWN DEVICE

Our rooms are Bring Your Own Device (BYOD) ready.

Whatever the size of room or layout you require, we provide a fast Wi-Fi connection and plenty of our dual power and USB cubes (in addition to any other technology or service you require). Training rooms come with a facilitator laptop, projector, flipchart and markers, and the service of a dedicated onsite tech support team. Enjoy regular breaks with all-day tea and coffee in our spacious break out areas.

Share, collaborate, achieve the impossible

TRAINING ROOMS

Choose from training rooms with or without computers according to the delivery method of your training session. Our training rooms are designed to provide the optimum environment for effective learning, with flexible desk layouts and acoustically treated walls. Necessities like a facilitator laptop, flipchart, whiteboard and speakers all included with your room.

Centre Monitor Viewing System

The option for a centre monitor viewing system is included with every computer training room, allowing every delegate to easily view the instructor's screen displayed right beside their own.

Small Breakout Workshop Groups

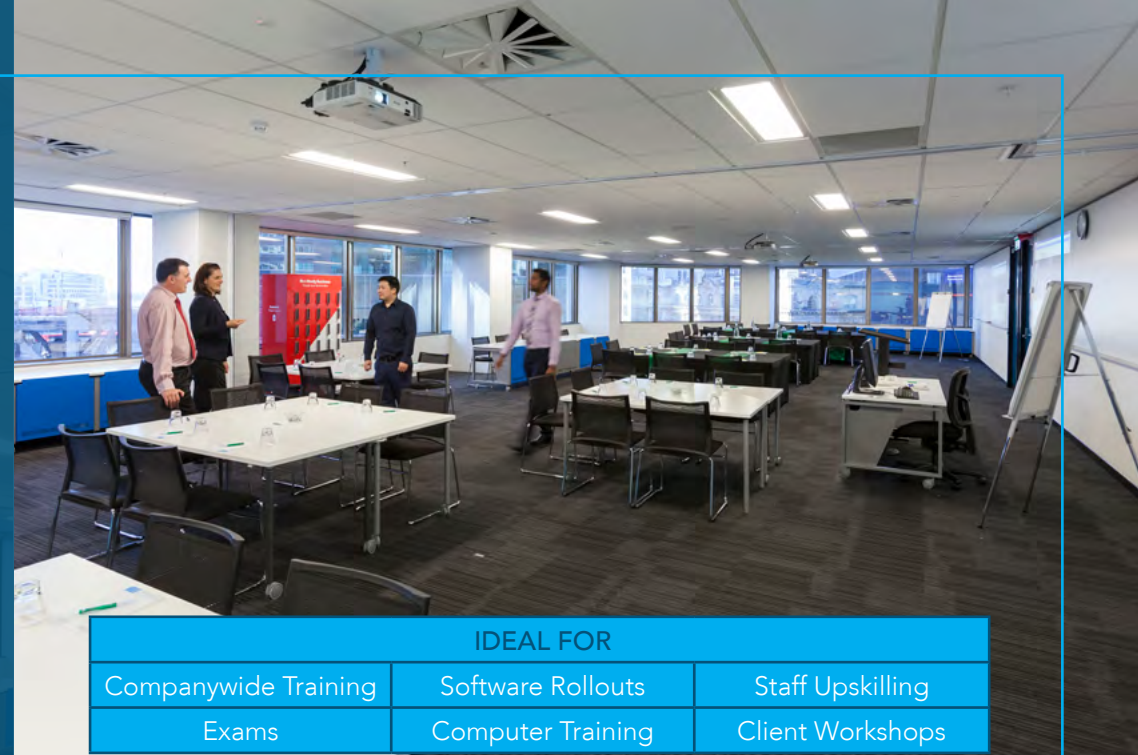
Some things are best achieved in small groups outside the confines of a meeting room. Our breakout area is the perfect setting for small groups to put their minds together over a task (with the assistance of nearby coffee of course). Where confidentiality is important, our small private rooms are equally great options.

Cliftons offers an advanced virtual room experience to link remote groups of delegates into a classroom via video. Read more about this on [page 8](#).

EXAMINATIONS

Cliftons is the go-to destination for large scale exams due to the versatility of our spaces and ability to provide all your needs in house, whether your exam is computer based or paper based.

We offer invigilation services (exam supervision), bulk printing, and exam material handling.



IDEAL FOR		
Companywide Training	Software Rollouts	Staff Upskilling
Exams	Computer Training	Client Workshops



VIDEO CONFERENCING

Our state-of-the-art video conferencing allows you to connect with delegates around the world at up to 100 locations simultaneously, in high-definition.

This technology is mobile friendly, allowing participants to easily connect to the video conference through their smart phone or tablet (or simply dial in for a purely audio experience). Your video conference can also be recorded for future purposes.

Video conferencing is available in every single room, so talk to us about the size of room and layout that would best suit your needs.

VIRTUAL ROOMS

This advanced technology allows you to train delegates in multiple locations in a slick, high-definition virtual room experience.

Delegates in remote locations will have a clear view of the instructor, whiteboard and their fellow delegates via multiple video linked screens (and vice versa). The session can be recorded for future training use, and is available for classroom or seminar style setups for up to 25 separate sites in one session.

Our technical team are experts at setting up virtual rooms and will be on standby to provide support during your event.

WEBINARS

Hosting a webinar is easy when we take care of the logistics for you.

We can run and record your webinar for up to 1000 participants, with our service including technical setup, customised online attendee registration and full reports on participation.

TECHNOLOGY AND SUPPORT

Cliftons offers a superior technology experience shaped by a fusion of capabilities. We provide super-fast internet, expert onsite technical support, advanced video conferencing, and impeccable data security, plus we have the dexterity to tailor every technological experience to your needs.

We can provide any technology, load any software, or set up any secure connection on request.

Onsite Tech Gurus

Our onsite technical support team are on hand around the clock, meaning you can relax knowing you're in safe hands if you need assistance during any meeting we host for you.

Super-Fast Internet

How would you run a successful meeting without it?

Cliftons Auckland features super-fast internet backed up by network redundancy, meaning our fast service will continue uninterrupted even in the event of a network failure.

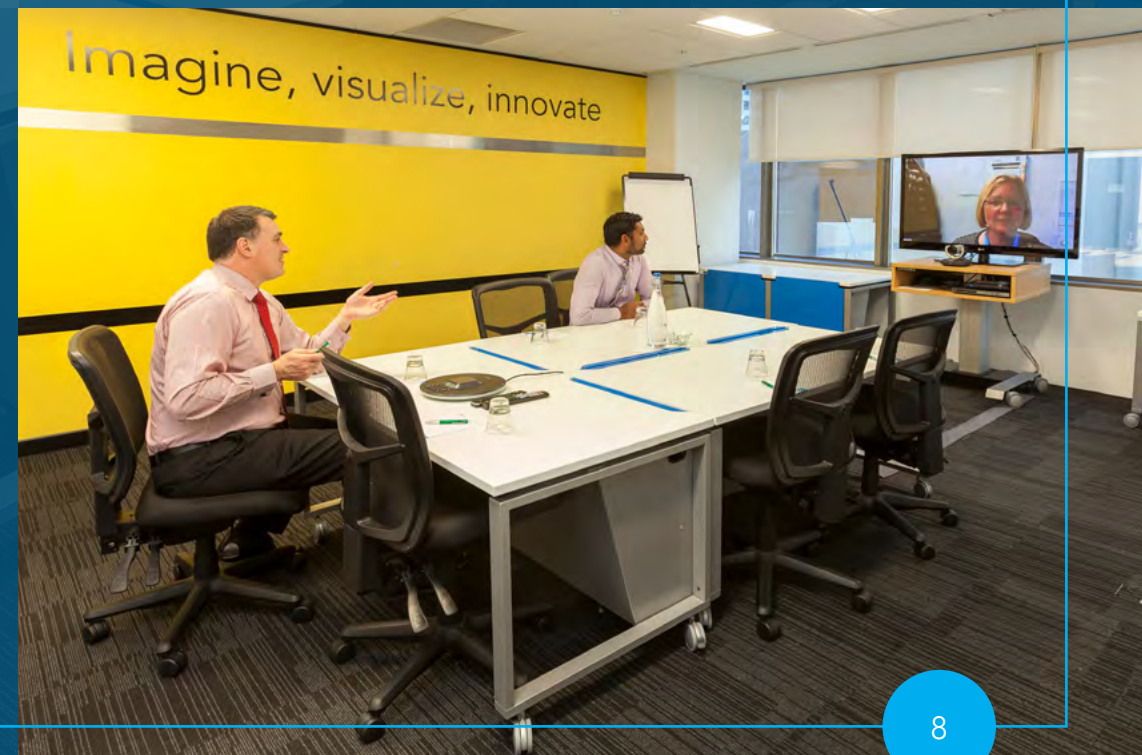
Ethernet cable connections and Wi-Fi are available in all rooms, along with free guest Wi-Fi in breakout areas.

Data Security

Cliftons venues are supported by high level logical and physical network security measures to keep your data safe. Our core infrastructure logically separates our individual rooms for security, but can also allow for multi-room connections both within the venue and across Cliftons venues in other cities. Cliftons' core infrastructure team can also provide secure data connections to your own network to allow you to deliver secure company events offsite.

Swipe Card Room Security

Security is an important feature at our venues to provide protection and privacy for clients. The meeting instructor will receive a swipe card to lock or unlock the room at their discretion.



CATERING, CANAPES AND DRINKS

Food should never be an afterthought. It should be a defining part of the experience.

Menus have the power to impact the overall success and legacy of an event. Nourish delegates bodies and minds with delicious food, and you'll reap the benefits of a satisfied, alert and productive cohort.

We prepare our chef-designed menus onsite daily to offer the freshest experience possible, with delectable hot and healthy options available. We call this Cliftons Fresh.

CLIFTONS FRESH CATERING

Delectable freshly-prepared menus that change daily, with something for everyone. Our chefs create mouth-watering breakfasts, lunches, morning and afternoon teas.

SPECIAL DIETARY REQUIREMENTS

Clearly labelled vegetarian, vegan, gluten-free, dairy-free and peanut free alternatives are provided with every meal. We can also organise kosher meals with with a minimum of 48 hours notice as an additional service. Talk through the options available with one of our team.

DRINKS AND CANAPES

The perfect way to toast a successful session whilst making valuable new acquaintances.

Choose from a range of delectable canapes, along with beverage options including beer, wine, sparkling, juices, mineral water and soft drinks. Packages include service by our professional hospitality staff.



LET US TAKE CARE OF THE DETAILS

We understand the work involved in organising a large-scale (or even small-scale) event can be overwhelming.

We are experts at organising and delivering seamless events from conception to clean up, relieving you of the effort and worry. All you need to do is make the decisions.

THE VERY BEST SERVICE ON THE DAY OF YOUR EVENT

Our dedicated venue management team will be on hand looking after you and your delegates throughout the day. They will be there to greet you on arrival, ensure your day flows smoothly and solve any problems as they arise. Service excellence is what they do best.

ONLINE CLIENT PORTAL

Clients who partner with us can use our client portal to easily create, manage and pay for events online.

Our slick system allows attendees to register (and pay where applicable) for public and private events online, and notifies you of each new signup via email.

All events created via the portal are checked and managed by our Central Bookings Team to ensure information accuracy for our delivery teams. And at any point if you'd prefer to talk to a human, the team are just a phone call away with all your event information at their fingertips.

BULK PRINTING AND COURSE MATERIAL HANDLING SERVICE

We offer an in-house printing and course material handling service for maximum logistical ease on your behalf.

HAVE A SPECIAL REQUEST?

Please just ask. We would be more than happy to accommodate it.

PLANS THAT SAVE YOUR BUSINESS MONEY

Partner with Cliftons for your ongoing corporate space needs, and you'll enjoy exclusive rates and priority customer status. You'll also receive access to our client portal to easily book events online and secure your required dates instantly as they arise throughout the year.

Discuss the options available with our team.



PREMIUM AUCKLAND LOCATION

Level 4, 45 Queen Street, Auckland 1010, New Zealand

Cliftons Auckland is ideally located on Queen Street, just a few minutes' walk from Viaduct Harbour, Britomart Public Transport Centre and several all-day parking stations.

CONNECT WITH US

We would love to host your next remarkable event. Our helpful team are ready to answer your questions, provide advice or help organise your event.

Ask to arrange a venue tour for you.

TELEPHONE 0800 629 088 (free call New Zealand)

EMAIL ENQUIRIES@CLIFTONS.COM

