



## ***Introducing the Hyde Park Forum***

### **Forum Welcome**

Thank you for your interest in the Hyde Park Forum. Our aim is to provide you and your organisation an ideal environment for your next meeting or conference. For any queries or assistance please contact:  
*Julius Ungar* - Conference Sales Manager  
*Wendy van der Wilk* - Conference Manager.

### **Forum Features**

The Hyde Park Forum is a brand new purpose built conference and meeting centre opening late August in Sydney's CBD. The redevelopment of the Hyde Park Inn has allowed the construction of a state of the art conference and meeting centre with three function areas and lobby bar. All rooms face Elizabeth Street featuring park views and abundant natural light.

### **Forum Location**

Located on level one of the Hyde Park Inn, 271 Elizabeth Street, the Hyde Park Forum is directly opposite Museum Train station and walking distance to Darling Harbour and Town Hall station in Sydney's CBD. Convenient public transport is located at our door; with easy access to both trains and buses our location is easily accessible. Parking stations are two minutes away and discount parking can be arranged.

### **Forum Catering**

The Hyde Park Forum offers quality and contemporary catering. Menus are constantly updated and allow flexibility to cater for your individual meeting or event requirements. Our aim is to assist you in all your Catering requirements, to give superior service and endeavour to work within your organisations budget.

Please see the menus and catering options enclosed and we invite you to contact us to discuss your individual needs.

### **Forum Security**

To ensure the safety, security and access to the centre, the Hyde Park Forum has installed smart card access for individual room control. These smart cards will allow Conference Organisers or presenters to open, close and secure their own rooms at their leisure. The Hyde Park Forum offers CCTV in all public areas and 24-hour onsite management.

### **Forum Furniture**

The Hyde Park Forum has been fitted out with designer furniture from Wilkhahn and Howe. These designers have been chosen to allow for easy turnover for multiple functions, flexibility in room configurations and superior comfort and style.



Designed to maximise natural light and the park views, each of the soundproofed rooms offers comfort, style and a high level of audio visual and IT technology. Introducing Forum One, Forum Two and the Executive Boardroom.

### **Executive Boardroom**

The Executive Board Room is a modern and sophisticated area purposely designed for executive meetings of up to 12 people. This room is ideal for Telephone or Video Conferencing, Board Meetings or many other flexible uses.

The Executive Boardroom has been fitted out with luxurious designer leather, chrome 'modus' boardroom chairs from Wilkhahn and also features private bar and cloak room facilities, ideal for those meetings that do not want to be disturbed.

The Executive Boardroom features fully automated AMX control at the user's fingertips. Motorised blinds, projector screens, lighting control and audio visual equipment are all remote controlled. These features allow the smooth operation of any meeting, presentation or event.

The Wilkhahn designed boardroom table has built-in data, power, analogue and digital points. These features allow convenient and easy access for laptops and networking.

The Executive Boardroom also features artwork from established Sydney based Australian artists John Winch and Judith White.

Audio Visual Features:

- **Built-in Multimedia Projector (3000 ANSI XGA)**
- **50" High Definition Plasma Screen**
- **Polycom Video Conference Unit**
- **Polycom Teleconferencing Unit**
- **Built-in Sound System with Amplifier and Mixer.**
- **Multiple Access points for ADSL connection**
- **VCR/DVD/CD/TV and Foxtel**
- **AMX Room Control System**



## **Forum One**

Forum One is the largest of the function rooms seating up to 70 people in theatre style. Because of the size of this room, it can be set in a number of versatile layouts. Videoconferencing capabilities have been built to allow larger videoconference sessions.

Forum One features designer chairs from Howe and specifically designed tables and conference equipment by Wilkhahn. Forum One has private access to the lobby bar, ideal for private gatherings.

Like the Executive Boardroom, Forum One remote controlled AMX systems, has put control of room settings and audio visual equipment at your finger tips.

Audio Visual Features:

- **In-built Sound System with Amplifier and Mixer**
- **Automated Projector Screen**
- **Polycom Video Conference Unit**
- **Multiple Access points for ADSL connection**
- **In Built Multimedia Projector (3500 ANSI XGA)**
- **Wireless Microphone Systems**
- **VCR/DVD/CD/TV & Foxtel**
- **Portable Polycom Teleconferencing Unit**
- **AMX Room Control Systems**

## **Forum Two**

Forum Two is a flexible room capable of accommodating from 16 people in boardroom style or 30 people in a theatre composition. Forum Two is capable of video & telephone conferencing. Ideal for small training meetings, a centralised floor box provides multiple data points for in-room networking. Forum Two features a wall mounted AMX control unit for easy access to audio visual and lighting controls.

As with Forum One, the Howe and Wilkhahn furniture offer a high standard of comfort and functionality.

Audio Visual Features:

- **In-built Sound System with AMIS Amplifier**
- **Ceiling mounted Projector Screen**
- **Portable Polycom Video Conference Unit**
- **Multiple Access points for ADSL/Network connections**
- **Portable Polycom Teleconferencing Unit**
- **AMX Room Control Systems**
- **Capacity for VCR/DVD/CD/TV & Foxtel**

**\* Please note that additional charges may apply for Audio Visual and IT equipment, please see price list for further details or contact our conference department for further details**



### **Cocktail, Trade Show & Exhibition Space**

The flexibility of the Hyde Park Forum has created the perfect space for either a cocktail function, exhibition, small trade show or networking function. By combining Forums One & Two and the Lobby area a large open plan function space can be created. This space can be made private by the use of operable glass walls.

The open planning of the rooms allows guests freedom to move from room to room whilst enjoying the park views from the conference facilities and many windows offering natural light. The function rooms can be broken down to suit any requirement and with space for 110 people this space can be very versatile. Ambience can be created through the in-house sound system, allowing your guests to enjoy soothing music while enjoying the fantastic catering available.

Prices for the exhibition space are available on application, as rates vary depending on the number of people, day of the week and nature of the event.

### **Business Centre**

For all those last minute projects or emails, the Hyde Park Forum has a purpose built Business Centre catering to any IT requirement. The Business Centre is designed for individual access. Featuring facilities on three individual terminals are:

- **ADSL Internet Connection**
- **Printing**
- **Faxing**
- **Email and Internet Browsing Software**
- **LAN/Network Connections available**

The Centre has provisions for connections to any laptop or CPU that maybe required. For further details or system requirements please contact the Conference coordinator.

### **Wheelchair Access**

To allow for wheelchair access the Hyde Park Forum has lift access to level one and designated bathroom facilities for wheelchair accessibility on the conference level.



## **Forum Technology**

### **VIDEOCONFERENCING**

Videoconferencing is a powerful, proven, strategic tool that lets you operate your business more efficiently, productively and profitably. The Hyde Park Forum specialises in offering services that will meet your needs, without requiring capital commitment or special training on your part. Using state of the art technology, combined with an excellent choice of conference rooms, we can provide you with a unique setting to conduct your business.

#### **Videoconferencing Capabilities:**

The Forums videoconferencing connects via ISDN (Integrated Services Digital Network) because it is an economical pay as you use solution for high quality videoconferencing. Our Polycom units operate at a minimum of **128 Kbps** per line, and provide dedicated bandwidth for smooth audio and video (15-30 frames per second). The optimal rate for most events is at least **384 Kbps**. The videoconference units are capable of multiple sessions/points up to 5 locations at the one time.

Please note rates are dependant on bandwidth, time and number of locations required.

The Forum has installed a 50" HD Plasma Screen in the Executive Boardroom with extensive audio capabilities to ensure you achieve the maximum benefit and effectiveness from your videoconference experience. In Forum One and Two, videoconferencing can be established easily via data projection and large screen.

### **TELECONFERENCING**

Teleconferencing has the potential to bring people together who have previously had to travel long distances to either receive training or conduct business. The Hyde Park Forum offers a simple and effective teleconference solution with state of the art technology.

#### **Teleconferencing Capabilities:**

- Superior voice quality - Double duplex system eliminates echoes, clipped words and reverberations for more natural two-way conversation.
- Easy to use - the keypad operates just like any other handset phone, including mute button and flash key.
- Superior sound quality for small to medium sized meetings. The digitally tuned speaker provides full 360-degree room coverage so you can move around while speaking.
- Facilities for up to 12 incoming calls



### **Data Projectors:**

The Hyde Park Forum has installed two Multimedia Projectors (3000/3500 ANSI XGA) into both the Executive Boardroom & Forum One. These projectors have the ability to be linked to laptops, CPU, or our in-house VCR/DVD unit. This is ideal for any presentation or meeting requirement.

Data Projector Capabilities:

- **Data Signals:** PC and Macintosh computers
- **Video Signals:** NTSC, PAL, SECAM, NTSC4.43, PAL-M, PAL-N
- **Input:** 1 RGB, 1 S-video, 1 composite video, RGB switchable to component video, 1 stereo mini.

### **Broadband/ADSL Internet Connections:**

In each of the three meeting rooms, multiple access points for ADSL have been provided. The speed of the service is **256kbps** and scaleable up to **1.5mbps** depending on your resource and speed requirements.

### **Minimum requirements for ADSL connections**

High Speed Internet Access requires a PC or Mac with an RJ45 10/100Meg network connection and operating system configuration for TCP/IP that will automatically obtain an IP address and DNS from the network (DHCP Client)

*Please note that we are able to offer complimentary internet connection to all rooms. For functions requiring extensive downloads charges may apply*

### **Network Facilities:**

Private Network (LAN) facilities are available in all conference rooms. A 24 Port Switch is also available.

**Note:** LAN facilities require a PC or MAC with an RJ45 10/100Meg network connection. NO DHCP server is provided so setup of each PC is the clients responsibility. We recommend either NETBEUI or Fixed IP addresses for each computer to be used.

### **Wireless Internet Facilities:**

Due to current security issues relating to wireless internet connections, the Hyde Park Forum has installed hard wired ADSL connections only.

**For all other Audio Visual or I.T equipment, please contact our Conference Department to discuss your requirements.**

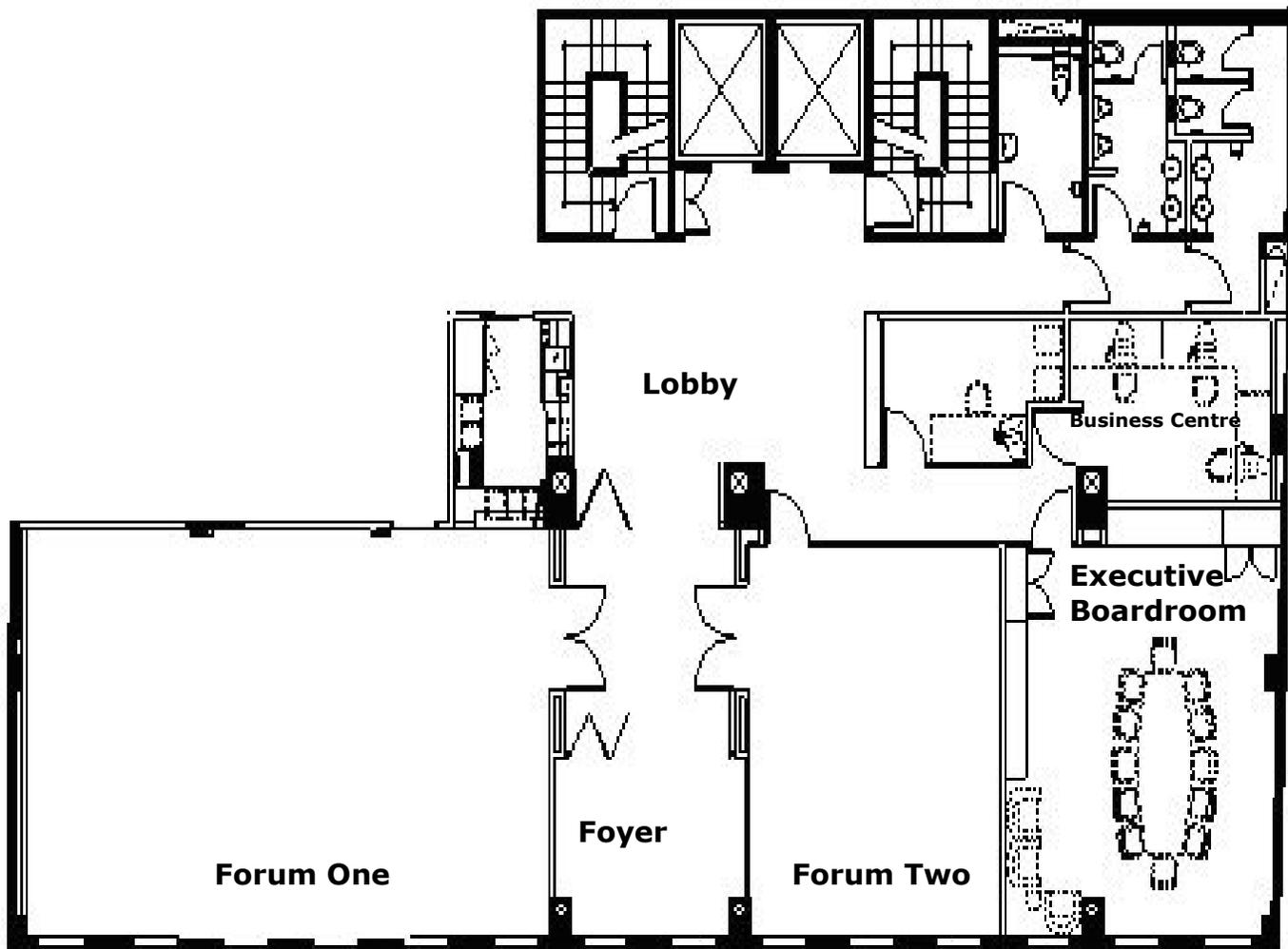


HYDE PARK  
**FORUM**

### *Forum Specification Chart*

Room Name	Dimension (m)	Floor Area (sqm)	Ceiling Height (m)	Classroom	U - Shape	Theatre	Cocktail Reception	Boardroom
Forum One	11.1 x 7	78	2.72	35	30	70	80	30
Forum Two	6.7 x 5.4	36	2.72	16	16	30	45	16
Exhibition Space **		135	2.6	-	-	-	110	-
Executive Boardroom	7.4 x 5.7	42	2.6	-	-	-	-	12

### Hyde Park Forum Floor Plan:



Elizabeth Street



## **Function Room Hire Fees**

### **Function Room Hire Fees:**

<b>Forum One:</b>	Half Day <b>\$425.00</b>	Full Day <b>\$800.00</b>
<b>Forum Two:</b>	Half Day <b>\$325.00</b>	Full Day <b>\$600.00</b>
<b>Executive Boardroom:</b>	Half Day <b>\$375.00</b>	Full Day <b>\$700.00</b>

### **Exhibition Space:**

**Forum One, Forum Two  
& Lobby**

**Price on Application**

### **Guidelines:**

- Half Day Use is between 07.30am – 12.30pm **or** 1.00pm– 5.30pm and for evening events/cocktail parties.
- Full Day Use is use between 07.30am – 5.30pm

### **Rates:**

- Special rates may apply for meetings in the Executive Boardroom under 2 hours in length. – Subject to availability.
- Discounts may apply for regular or multiple day bookings, please contact the Conference Department for a quotation.

### **Room Hire Inclusions:**

Provided complimentary with each room hire:

- Writing Pads & Pens
- Jugs of Iced Water
- Projector Screen
- Overhead Projector if required
- Whiteboard

Please note that the Hyde Park Forum can negotiate on these rates depending on the nature, date and length of the event.

**Please enquire on current specials and packages**



## **Telephone & Videoconference Fees**

***In order to offer you the best available prices the following package deals have been designed to allow for meetings up to 1 ½ hrs.***

### **Teleconferencing**

Teleconferencing Unit: \$75.00 Half Day Hire\*  
\$125.00 Full Day Hire\*

\* Excludes outgoing call costs and room hire charges.

#### **Teleconference Packages**

Package includes 1 ½ hours room hire, teleconference unit and associated call costs as listed below. If extra time is required surcharges are applicable (based on availability).

<b>Teleconferencing Package - Local</b> Surcharge of \$15.00 per 15 minutes	\$225.00*
<b>Teleconferencing Package – Australia Wide</b> Surcharge of \$25.00 per 15 minutes	\$250.00*
<b>Teleconferencing Package - International</b> Surcharge of \$35.00 per 15 minutes	\$295.00*

### **Videoconferencing**

Videoconferencing Unit: \$250.00 Half Day Hire\*  
\$500.00 Full Day Hire\*

\* Price excludes outgoing call costs and room hire charges.

#### **Videoconference Packages**

Package includes 1 ½ hours room hire, videoconference unit and associated call costs as listed below. If extra time is required surcharges are applicable (based on availability). Package includes a total of 1hr 15mins of videoconference connection, NB: this includes a minimum 15mins connection and setup.

***If longer periods are required, rates will be calculated to reflect this. Prices are available on application.***

<b><u>Incoming Call Only:</u></b>	
<b>Connection: 128kbps – 384kbps</b> Surcharge of \$25.00 per 15 minutes	\$275.00
<b><u>Local (Sydney Metropolitan):</u></b>	
<b>Connection: 128kbps – 384kbps</b> Surcharge of \$25.00 per 15 minutes	\$275.00
<b><u>Australia Wide:</u></b>	
<b>Connection: 128kbps</b> Surcharge of \$35.00 per 15 minutes	\$305.00
<b>Connection: 256kbps</b> Surcharge of \$50.00 per 15 minutes	\$340.00
<b>Connection: 384kbps</b> Surcharge of \$65.00 per 15 minutes	\$445.00
<b><u>International:</u></b>	
<b><i>Prices are available on application</i></b>	
<b>* Connection speeds are dependent on remote end capability.</b>	



## ***Equipment Rental Fees***

### **Wireless Lapel Microphone:**

Lapel Unit \$75.00 per day

### **Wireless Hand-Held Microphone:**

Hand Held Unit \$75.00 per day

### **Data Projector 3000/3500 ANSI XGA**

Half Day Hire \$175.00 per unit

Full Day Hire \$295.00 per unit

*\* Discounted rates apply for minimal use of data projector. Please contact our conference department for further clarification.*

### **Electronic Whiteboard**

Half Day Hire \$105.00 per unit

Full Day Hire \$175.00 per unit

### **DVD/CD/VIDEO**

\$95.00 per day

Includes use of Portable Television Unit or Plasma Screen in the Executive Boardroom

### **Broadband Internet Connections**

*Please note that we are able to offer complimentary internet connection to all rooms. For functions requiring extensive downloads charges may apply*

### **PC Notebook**

P3 1GHz+, MS Office loaded, CD/DVD \$110.00 per day

*Should your event require additional audio visual or IT equipment, please contact the Conference Coordinator to arrange a quotation.*



## ***Accommodation***

The Hyde Park Forum in association with the Hyde Park Inn, can provide accommodation in four star comfort for any conference delegation. Information on the Hotels facilities and services is provided.

### **Property:**

The Hyde Park Inn is a 92 room property in the heart of Sydney's CBD across from beautiful Hyde Park. For comfort, cost, facilities, location, transport and spectacular views of the city, the Hyde Park Inn is the place to stay in Sydney. Our rates include:

- Free Car Parking
- Digital in house movies
- Newspaper
- Italian Restaurant
- Light continental breakfast
- Self Catering facilities
- Guest Lounge
- Free Guest laundry facilities

### **Room Types:**

#### **Standard Rooms:**

- Rooms located on levels 2, 3 and 4
- One queen and one single bed
- Kitchenette facilities with microwave
- Ensuite bathroom with shower facilities
- Overlooking Hyde Park

#### **Deluxe Rooms:**

- Rooms located from levels 5 - 15
- One queen and one single bed
- Kitchenette facilities with microwave and some with stove
- Ensuite bathroom with shower facilities
- Balcony with spectacular views of Hyde Park and Sydney Harbour

#### **Family Rooms:**

- Many STD or DLX rooms are also family rooms which feature a queen and 2-3 single beds, accommodating up to 5 people comfortably.

#### **Two Bedroom Front Apartments:**

- Rooms located on the higher floors of the hotel
- One queen bed in master bedroom and 2 single beds in second bedroom
- Marble bathroom with shower and separate bath
- Kitchen with cook top, oven, dishwasher and microwave
- Separate lounge area
- Balcony overlooking Sydney Harbour and Hyde Park