



USER GUIDE - ONLINE CONFERENCE ROOM BOOKING



EPCONNECT

Web address - <https://epconnect.hpw.qld.gov.au>

Click the login button and then enter your *username* and *password* to proceed.

Contact us
 Email: venues@epw.qld.gov.au
 Phone: 3008 2746 or 3008 2747

Distributed Working Centres

- Cannon Hill
- Icon Building Ipswich
- Robina
- Maroochydore
- Logan

Regional Centres

- Cairns
- Townsville
- Mackay
- Gladstone
- Maryborough
- Maroochydore
- Ipswich

Welcome to the Department of Energy and Public Works Conference Facilities website

Use this site to view available rooms and book your next function or meeting.

Click here to [LOGIN](#)

Forgot your password: [Email Conference Rooms.](#)

New user or want to register?: [Email Conference Rooms.](#)

Please note:
 For assistance in helping you find a room for your event please contact DEPW Conference Room staff either by email or phone under **Contact Us**.

Helpful links
 Brisbane CBD

- Conference facility locations
- Instructions to book a room
- Room layout and capacity
- Booking and paying
- Equipment
- Catering

• Cancellations
 • Terms and conditions
 • Room rates

Queensland Multicultural Centre

- Further Availability: (07) 3392 3787

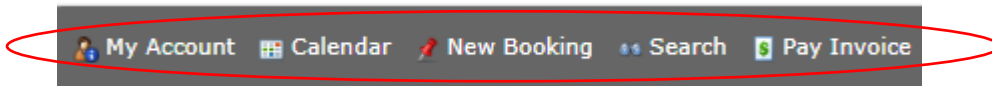
Once logged in, your name will appear in the top right-hand corner:

Use the Helpful Links for more detailed information about our Brisbane CBD rooms.

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NAVIGATION



There are a variety of navigation buttons to help direct you around the site, these are:

MY ACCOUNT – has general contact information about yourself. You can click on an invoice to pay it here or view previous payments. You can also change your password here.

CALENDAR – this is where you go to book a room.

NEW BOOKING – another way to create a booking, without looking at the calendar

SEARCH (FOR A BOOKING) – if you have already made a booking, you can search for the details of your booking here.

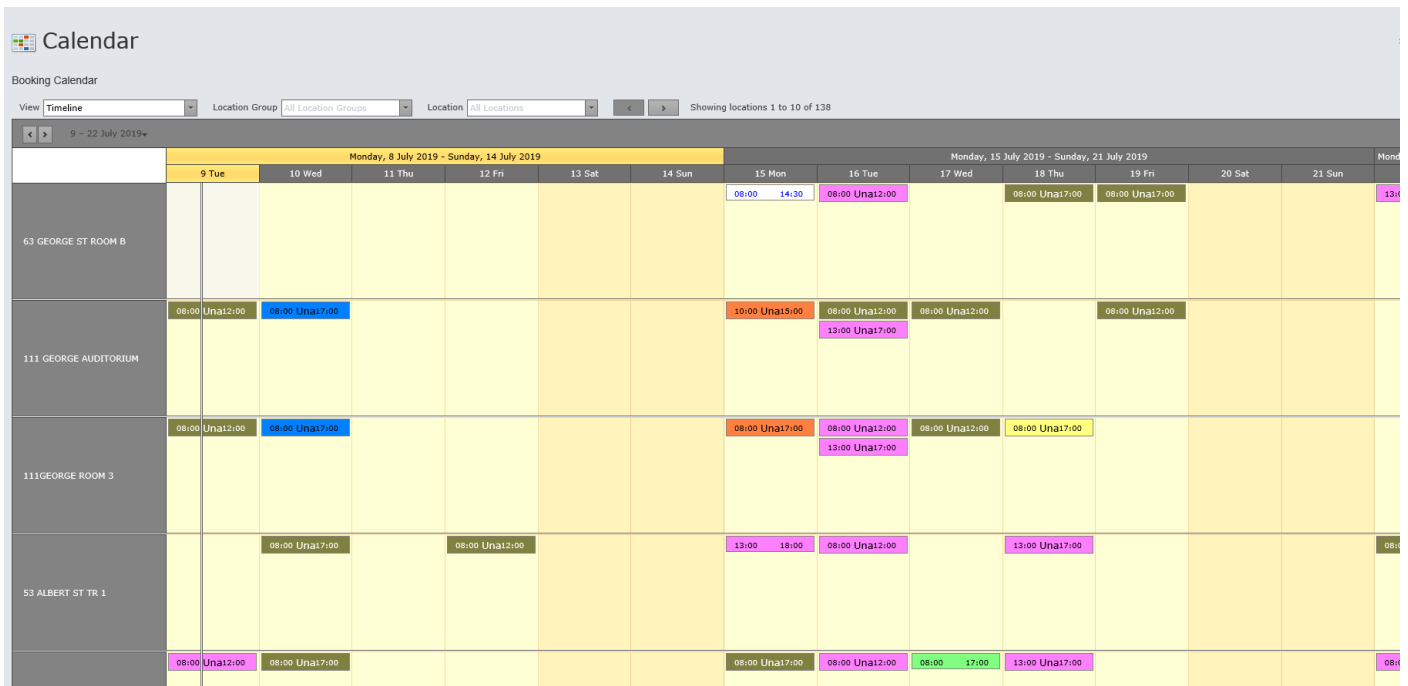
PAY INVOICE – if you have a copy of your invoice, you can enter the invoice number and validation code to pay it. Please ensure you print off a receipt for your records.

CALENDAR

Locations – are listed down the left had side of the calendar. If you click on a location it will display room features and setup style options.

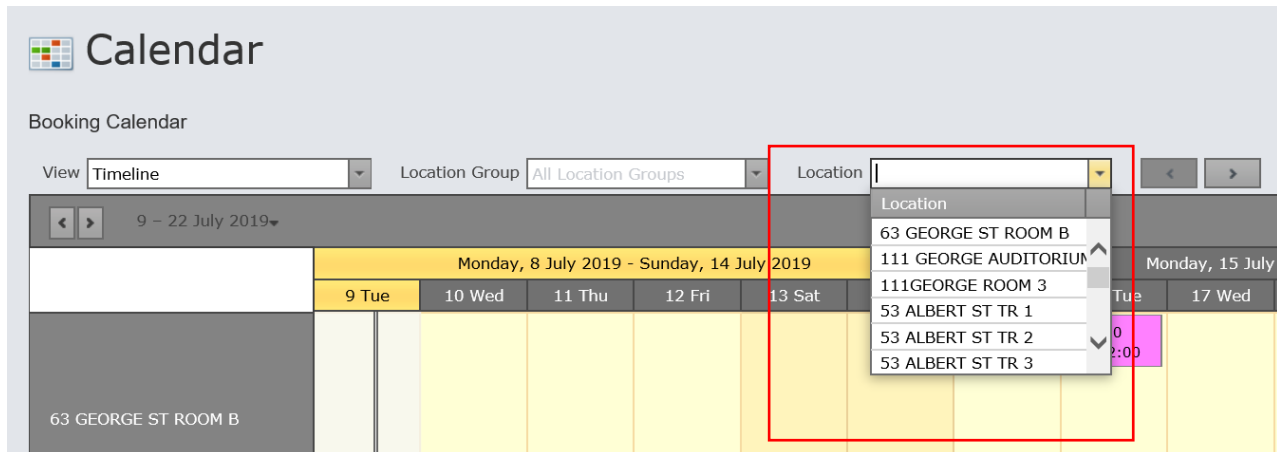
Dates – are listed across the top of the page

The calendar shows 10 rooms and 2 weeks availability at a time.



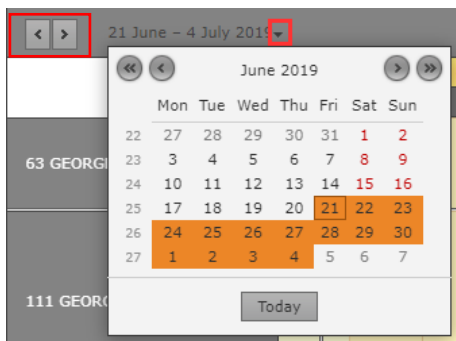
FILTER BY BUILDING OR ROOM

If you want to view a specific building (location group) and location (room), you can filter by selecting the following:



VIEW AVAILABILITY

Utilise the calendar feature to select the date or use the arrows to forward the calendar (as below).



SEARCH FOR YOUR BOOKINGS

If you have already made a tentative or confirmed booking, you can search for the booking in the system.

Search via 'Show own events only':

SEARCH example

- Tick 'Show own events only' and click Search

The screenshot shows the 'Search' interface. The 'Quick Search' section has buttons for 'Last Week', 'Yesterday', 'Today', 'This Week', 'Tomorrow', and 'Next Week'. The 'Search Criteria' section includes fields for 'Date From', 'Date To', 'Category', 'Booking #', 'Event Name', 'Status', 'Location Group', and 'Location'. The 'Own Events Only' checkbox is checked. The 'Search' button is highlighted in yellow. Below the search criteria is a table with the following data:

Book No	Event Name	Status	From	To	Event Category	View
59039	Professor Tony Attwood - Aspergers	PAYMENT RECEIVED	28/06/2017	28/06/2017	MEETING	View

You can also use the 'Quick Search' buttons.

MAKE A NEW BOOKING

Booking Calendar

View Location Group Location Showing locations 1 to 10 of 13

14 October – 27 2022

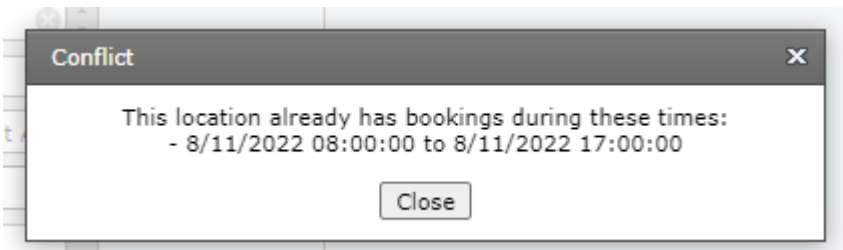
	Monday, 10 October 2022 - 5			Monday, 17 October 2022 - Sunday, 23 October 2022							Monday, 24 October 2022 - Sunday, 30			
	14 Fri	15 Sat	16 Sun	17 Mon	18 Tue	19 Wed	20 Thu	21 Fri	22 Sat	23 Sun	24 Mon	25 Tue	26 Wed	27 Thu
63 GEORGE STREET														
63 GEORGE ST ROOM B					13:00 17:00	13:00 17:00						08:00 17:00		
111 GEORGE STREET														
111 GEORGE AUDITORIUM					13:00 17:00	08:00 17:00	08:00 12:00	08:00 12:00				08:00 12:00	08:00 16:00	
111 George Street AUD+ROOM 3 (Book whole area)	13:00 17:00				13:00 17:00	08:00 17:00	08:00 12:00	08:00 12:00				08:00 12:00	08:00 17:00	08:00 12:00
111GEORGE ROOM 3	13:00 17:00				13:00 17:00	13:00 17:00						13:00 17:00	08:00 17:00	08:00 12:00
53 ALBERT ST														
Lv 17 53 ALBERT ST TR 1					13:00 17:00	13:00 17:00						08:00 17:00	08:00 17:00	08:00 17:00
Lv 17 53 Albert St TR1 + TR2					13:00 17:00	09:00 12:00						08:00 17:00	08:00 17:00	08:00 17:00
Lv 17 53 ALBERT ST TR 2						13:00 17:00								
Lv 17 53 ALBERT ST TR 2						09:00 12:00						08:00 17:00	08:00 17:00	
Lv 17 53 Albert St TR2 + TR3	13:00 17:00					08:00 17:00	13:00 17:00					08:00 17:00	08:00 17:00	08:00 17:00
Lv 17 53 ALBERT ST TR 3	13:00 17:00					08:00 17:00	13:00 17:00					08:00 17:00	08:00 17:00	08:00 17:00

Existing bookings will appear in the calendar with times and a colour other than 'pale yellow'.

Any 'cross-hatching' indicates that the combined rooms are booked, for example, Training Rooms 1 and 2 combined, as indicated above.

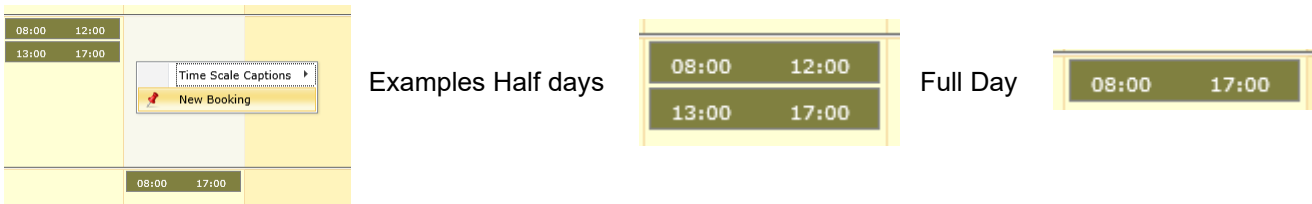
This means that the room/s are not available.

If you attempt to make a booking where a booking already exists, you will receive an error message.



In this case, you will need to select another room or date.

Find your required venue and date, then 'right click' in the space and select 'New Booking'



Follow the steps in the booking wizard to complete your booking, noting Mandatory fields *

The screenshot shows the 'Event Information' step of a booking wizard. At the top, there are four tabs: 'Event Information' (active), 'Location Information', 'Location Resources', and 'Summary'. Below the tabs is a red pushpin icon and the title 'Event Information'. A message says 'Enter your event information and click the Next button to continue.' The form contains the following fields:

- Booking #:
- Status:
- Event Name: *
- Est Attendance: *
- Event Comments:
- Facilitator Arrival Time: *
- Event Start: *
- Event Finish: *
- I Agree to the Terms and Conditions: *

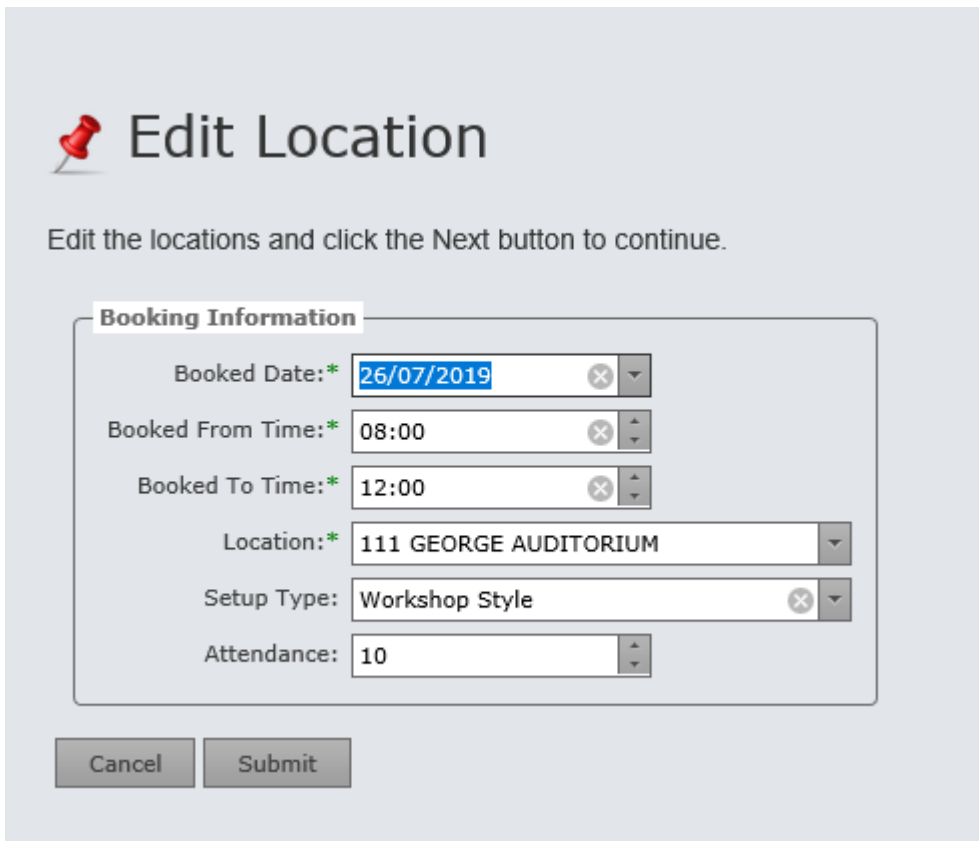
A 'Next' button is located at the bottom left of the form.


Event Comments can be used for additional notes about this event.

Facilitator Arrival Time is the time you will be at the room, and one of the Conference Room staff will be there to open the room and meet you.

Event Start and Event Finish are the actual times of the event and may not be the same as the booked times

Click Next



 **Edit Location**

Edit the locations and click the Next button to continue.

Booking Information

Booked Date:*

Booked From Time:*

Booked To Time:*

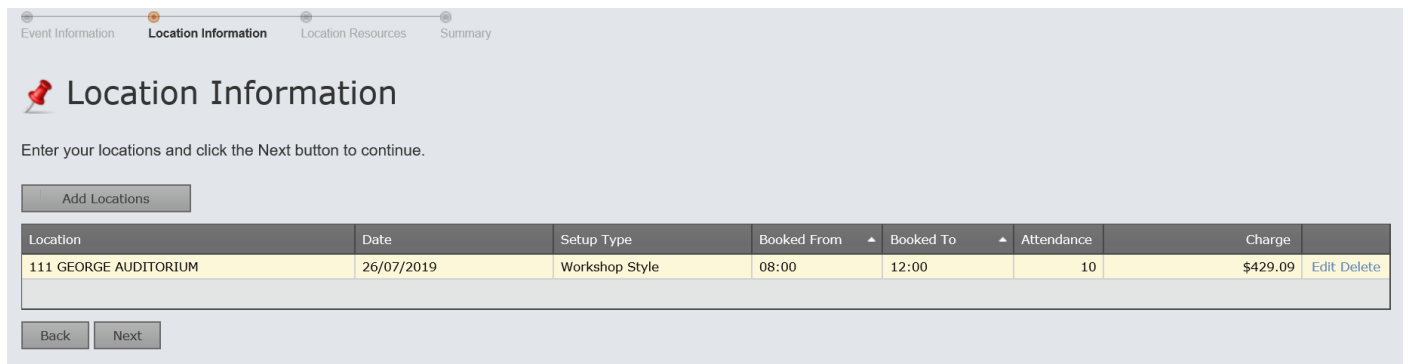
Location:*

Setup Type:


Attendance:

The 'Booked From' and 'Booked To' times **MUST** be either 0800 – 1200, or 1300 – 1700 (Half Day), or 0800 – 1700 (Full Day).

Click Submit



Event Information **Location Information** Location Resources Summary

 **Location Information**

Enter your locations and click the Next button to continue.

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	
111 GEORGE AUDITORIUM	26/07/2019	Workshop Style	08:00	12:00	10	\$429.09	Edit Delete

At this point, you can make 'Repetitive or Recurring' Bookings – refer following instructions.

MAKING RECURRING BOOKINGS

At 'Location Information' page click on 'Add Location' box and add all your events.

NB: all Repetitive Bookings **MUST** be in the same Location/Building.

Event Information Location Information Location Resources Summary

Location Information

Enter your locations and click the Next button to continue.

Add Locations

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	Edit Delete
111 GEORGE AUDITORIUM	26/07/2019	Workshop Style	08:00	12:00	10	\$429.09	Edit Delete

Back Next

Edit Location

Edit the locations and click the Next button to continue.

Booking Information

Booked Date From:* 2/08/2019

Booked Date To:* 2/08/2019

Booked From Time:* 08:00

Booked To Time:* 12:00

Location:* 111 GEORGE AUDITORIUM

Setup Type: Workshop Style

Attendance: 10

Cancel Submit

Enter the next booking date and times –

Submit and continue to do this until all Repetitive bookings have been entered.

Click Submit

ADDING RESOURCES OR EQUIPMENT

Event Information Location Information **Location Resources** Summary

Location Resources

Add setup and catering items to your locations and click the next button to continue.

Locations

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	26/07/2019	Workshop Style	08:00	12:00	10	\$429.09
111 GEORGE AUDITORIUM	2/09/2019	Workshop Style	08:00	12:00	10	\$429.09

Resource Categories

- ▼ **Setup**
- Additional Room Setup/Change
- After Hours
- Cleaning
- 111 George Street Equipment
- 53 Albert Street Training Room Equipment
- 63 George Street Equipment
- 53 Albert St Meeting Room Equipment

Resource Items

No data to display

Back
Next

Choose your building from the 'Setup' box and then choose your required resource or equipment and click Next.

Locations

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	26/07/2019	Workshop Style	08:00	12:00	10	\$429.09
111 GEORGE AUDITORIUM	2/09/2019	Workshop Style	08:00	12:00	10	\$429.09

Resource Categories

- ▼ **Setup**
- Additional Room Setup/Change
- After Hours
- Cleaning
- 111 George Street Equipment**
- 53 Albert Street Training Room Equipment
- 63 George Street Equipment
- 53 Albert St Meeting Room Equipment

Resource Items

Conference Phone \$0.00	Flip Chart Stand only \$0.00	Hearing Loop - Auditorium Only \$0.00	Hot Water Urn - Half day \$0.00
Hot Water Urn Full Day \$0.00	Internet Full Day \$0.00	Internet Half Day \$0.00	Lapel Microphone - Auditorium Only \$0.00
Laptop - Bring Laptop & VGA Connection \$0.00	Laptop - Conference Rooms \$0.00	Media Present TV/Reporters \$0.00	Portable DVD Player \$0.00
Roving Microphone - Auditorium Only \$0.00	Whiteboard \$0.00		

Back
Next

https://epconnect-ust.hpw.qld.gov.au/EventProConnect/NewBooking/LocationResources.aspx Department of Housing and Public Works [AU] The Hub Location Resources

Add setup and catering items to your locations and click the next button to continue.

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	26/07/2019			12:00	10	\$429.09

Description	Hours	Charge	Total Charge	
Hot Water Urn Full Day	N/A	\$0.00	\$0.00	Edit Delete
Internet Full Day	N/A	\$0.00	\$0.00	Edit Delete

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	2/09/2019			12:00	10	\$429.09

Add Item

Laptop - Conference Rooms

Required From	Required To	Quantity	Charge	Total
08:00	12:00	1	\$0.00	\$0.00

Special Requirements

Cancel Submit

Resource Categories

- Setup
 - Additional Room Setup/Change
 - After Hours
 - Cleaning
 - 111 George Street Equipment
 - 53 Albert Street Training Room Equipment
 - 63 George Street Equipment
 - 53 Albert St Meeting Room Equipment

Resource Items

Conference Room - Auditorium Only	\$0.00
Hot Water Urn - Half day	\$0.00
Laptop - Bring Laptop Connect	\$0.00
Roving Microphone - Auditorium Only	\$0.00
Whiteboard	\$0.00

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	26/07/2019	Workshop Style	08:00	12:00	10	\$429.09

Description	Qty	# Staff	Hours	Charge	Total Charge	
Hot Water Urn Full Day	1.00		N/A	N/A	\$0.00	\$0.00 Edit Delete
Internet Full Day	1.00		N/A	N/A	\$0.00	\$0.00 Edit Delete
Laptop - Conference Rooms	1.00		N/A	N/A	\$0.00	\$0.00 Edit Delete

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
111 GEORGE AUDITORIUM	2/09/2019	Workshop Style	08:00	12:00	10	\$429.09

The next page will provide a full summary of your booking/s, any requested extra equipment and a total cost for your booking/s.

Select Finish when these details are correct.

The next page indicates a successful booking. This gives you your booking number and booking details – **please print this page for future reference.**

EDITING OR CANCELLING A BOOKING

TO EDIT YOUR BOOKING

Search for 'your booking' tab. Put your booking number in 'Booking #' field and click on Search. Alternately, you can find the event in the Calendar and 'Hover' over the booking and select Edit button.

Search

Enter your criteria for the search and then click on the Search button below.

Quick Search

Quick Dates: Last Week Yesterday Today This Week Tomorrow Next Week

Search Criteria

Date From:

Date To:

Category:

Booking #:

Own Events Only:

Event Name:

Status:

Location Group:

Location:

Search Reset

Book No	Event Name	Status	From	To	Event Category	Note	
87836	SAP Design	WEB CONFIRMED	26/07/2019	26/07/2019			View Edit Can

From here you can 'View, Edit and Cancel' your booking – click 'edit' and click 'next' until you get to the page you need to change and follow the instructions.

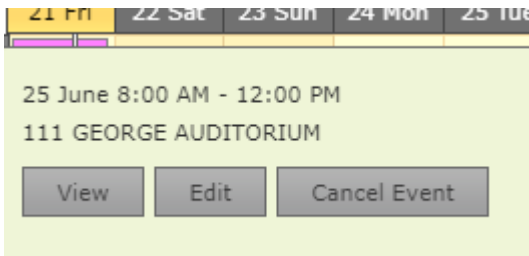
Submit your updated booking, print off the sheet for your records

If an invoice has been created for your booking, you will be unable to make any changes directly. To edit an event that you have already received an invoice for, please email venues@epw.qld.gov.au

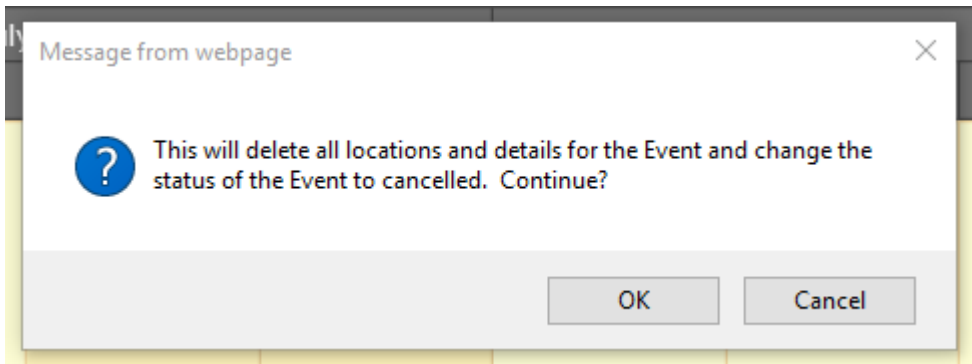
CANCEL YOUR BOOKING

Please note: you can only cancel your booking **9 days** or more prior to your booking.
For any bookings less than 9 days prior to the event, please email venues@epw.qld.gov.au.

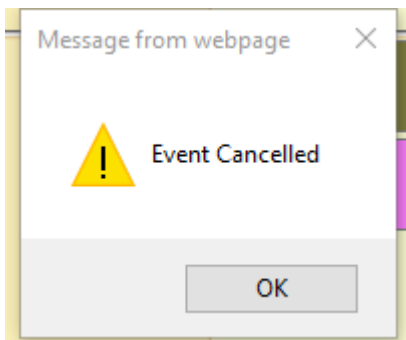
Search for 'your booking' tab. Put your booking number in the 'Booking #' field and click on Search.
Alternately, you can find the event in the Calendar and 'Hover' over the booking and select the 'Cancel Event' button.



When cancelling a booking, the following message appears,



Select OK and Event Cancelled message displays.



To cancel an event that you have already received an invoice for, please email venues@epw.qld.gov.au

CANCEL A RECURRING BOOKING

Search for 'your booking' tab. Put your booking number in the 'Booking #' field and click on Search. Alternately, you can find the event in the Calendar.

53 ALBERT ST						
53 ALBERT ST TR 1			08:00 12:00	08:00 12:00	08:00 12:00	08:00 12:00
53 Albert St, TR1 + TR2			08:00 12:00	08:00 12:00	08:00 12:00	08:00 12:00
53 ALBERT ST TR 2						
53 Albert St, TR2 + TR3						

'Hover' over the booking and select Edit and then Next to display a list of all dates in this repetitive booking.

Then select Cancel for the dates required individually, as per the above diagram.

Location Information

Enter your locations and click the Next button to continue.

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	
53 ALBERT ST TR 1	18/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	19/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	20/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	21/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	22/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete


The following confirmation message box appears.

epconnect-uat.hpw.qld.gov.au says

Cancel the selected location?

Select OK and the selected date is cancelled.

Continue selecting dates until you have the required dates remaining, then click Finish.



Location Information

Enter your locations and click the Next button to continue.

Location	Date	Setup Type	Booked From ▲	Booked To ▲	Attendance	Charge	
53 ALBERT ST TR 1	18/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	19/04/2022	Workshop Style	08:00	12:00	20	\$0.00	Edit Cancel Delete
53 ALBERT ST TR 1	20/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	21/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete
53 ALBERT ST TR 1	22/04/2022	Workshop Style	08:00	12:00	20	\$368.18	Edit Cancel Delete

If an invoice has been created for your booking, you will be unable to make any changes directly. To edit an event that you have already received an invoice for, please email venues@epw.qld.gov.au

PAYING AN INVOICE

You can pay an invoice three ways –

- Via the *My Account* button (if logged into the system)
- Via the *Pay Invoice* (on the home page)
- Via the *Pay Now* button at the bottom of the invoice

If paying through *My Account*, simply navigate to the Invoices tab and click 'Pay Now' next to the appropriate invoice and follow the prompts.

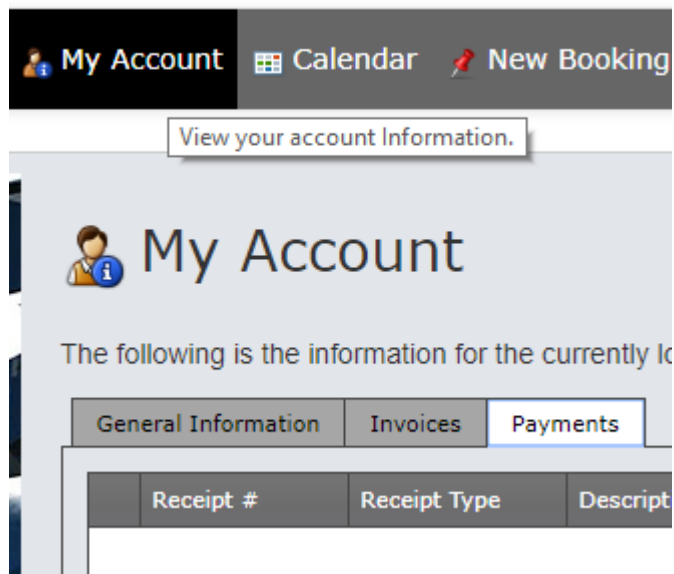
If paying through *Pay Invoice*, navigate to the home page and click 'Pay Invoice' then enter your invoice number (C****) and the validation code from the invoice. The *Pay Invoice* button is helpful if you pass your invoice on to another person to pay.

When using the Pay Now button on the invoice, this connects directly to the website and prefills the required details.

Please ensure you print off your receipt for your records – at '*payment successful*' page there is a print button at bottom left hand side (you may have to scroll your page down)

CHECKING PAYMENTS

You can check if a payment has been received in the 'payments' section of 'My Account'.



SAME OR NEXT DAY BOOKINGS

Please email venues@epw.qld.gov.au for same day or next day bookings and one of our friendly staff will be more than happy to assist you. Please also call 3008 2746 or 3008 2747 or email venues@epw.qld.gov.au if you require any further assistance, or have any additional queries.