

Queensland Government Accommodation Office Conference Rooms

Frequently Asked Questions

We want your event to run as smoothly as possible. To help with this, here are a list of frequently asked questions to help you plan your event.

Can I have more people than the seating capacity says?

Due to Workplace Health and Safety and Building Regulations, maximum seating capacities cannot be exceeded.

Will a demonstration of the facilities, equipment and housekeeping be provided to the facilitator prior to the event?

A member of our friendly staff will meet the facilitator prior to the start of the event at the pre-arranged 'Facilitator Arrival' time found in your confirmation email.

What ICT equipment/connections do I need for the rooms?

A laptop with a standard HDMI outlet, or a HDMI compatible adaptor for your laptop is required to connect to the room AV.

What display setups can I use in the rooms?

The conference rooms have metal magnetic strips for facilitators to hang items from. There are flip chart stands available for use in the conference rooms, upon request.

What do I need to do after the event?

Following your event, please leave the rooms clean and tidy.

Can I use the foyer areas for breakout space?

The foyer and reception area at 53 Albert Street is shared by multiple tenants on Level 17 and cannot be used as a breakout space. The foyer area directly outside our 111 George Street and 63 George Street sites can be used as a breakout area.

Are there hot and cold water facilities within the Conference Rooms?

There are hot and cold water taps in the 53 Albert Street rooms. Urns can be arranged at our George Street rooms, upon request.

Who do I contact in the event that something goes wrong in the room, or the AV is not working?

If you require assistance, please call 3008 2746 or 3008 2747.



Is catering provided?

Catering is not provided by the QGAO Conference Room team. Event organisers can arrange catering for functions.

For your convenience, please find a list of local catering options for your event. These companies have been used previously by other customers, but feel free to find alternate options, if you prefer:

Cuisine on Cue	(07) 3300 1847
AB Fab Catering	(07) 3392 1132
Australian Catering Solutions	(07) 3857 6631
Piccalilli	(07) 3391 7114
The Fresh Collective	0439 559 110

Is there tea, coffee and milk available?

Tea, coffee and milk is not provided by the Conference Room team staff. You will need to arrange your own catering supplies as required - plates, cups, tea, coffee, milk etc

