

SYDNEY MARGARET ST VENUE HANDBOOK



We're seasoned event delivery experts who create remarkable experiences through outstanding service, premium IT infrastructure, fresh catering and space flexibility.

INTRODUCTION

CLIFTONS SYDNEY MARGARET STREET ISN'T JUST A VENUE. WE ARE A CORPORATE EVENT AND TRAINING DESTINATION.

ENJOY SUPERIOR TECHNOLOGY, PREMIUM CATERING AND SERVICE THAT LEAVES YOU SMILING. IT'S TIME YOU DISCOVERED JUST HOW EFFORTLESS EVENTS CAN BE.

LET'S TALK NUMBERS

With 50 rooms over three levels, Cliftons Sydney Margaret Street can host events for between 2 and 670 delegates.

Theatre seating 220	Boardroom 30
Exam 75	U-Shape 36
Classroom 104	Computer Classroom 104
Open Pod (Cabaret) 108	Maximum capacities in a single room, based on layout).

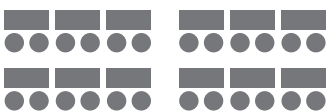
HOW WOULD YOU LIKE YOUR LAYOUT?

U shape, classroom, or something different? Talk to our team about bespoke layouts.

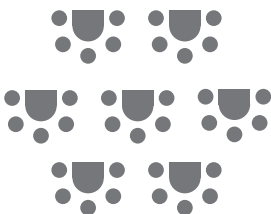
THEATRE



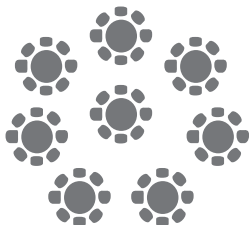
CLASSROOM



OPEN POD (CABARET)



BANQUET



U-SHAPE



BOARDROOM



COCKTAIL



SPACES THAT PUT YOU IN 'THE ZONE'

“Delight in thoughtfully designed, people-centred spaces

Spaces in the venue are designed for productivity and comfort. Many rooms harness the abundant natural light and views of the city surrounds together with practical design elements such as acoustically treated walls, whiteboards and 360° magnetic strips for chart display. Ergonomic furniture will keep your delegates comfortable all day long.

THE ESSENTIALS, ALWAYS INCLUDED

You can relax knowing you will arrive to find your room arranged with all the tools you need to get the job done, without the sneaky additional price tag.

Your room always includes:

- HD data projector
- Instructor laptop
- Flip chart and markers
- Whiteboard and markers
- Lollies and water
- Onsite technical support

SWIPE CARD SECURITY

Your privacy is important to us. Instructors will receive a swipe card to lock or unlock the room at their discretion.

What we're doing to keep you safe in our venues





CORPORATE EVENT SPACE

Discover a destination for corporate events, with various spaces to suit both formal and relaxed occasions. We have dedicated training rooms, as well as comfortable breakout spaces, perfect for networking events with drinks and canapes. Cliftons will arrange any technology, theming, staging or entertainment equipment you desire. Simply relax as your event is delivered seamlessly, from guest registration on arrival to delectable food and flawless service.



IDEAL FOR

Product Launches

Celebrations

Exhibitions

Breakfast Meetings

Charity Fundraisers

Team Building Events

IT Camps

Functions

BOOK A BREAKOUT SPACE FOR YOUR NEXT EVENT

Outside business hours, breakout areas transform into ideal entertaining spaces. Just add canapés.

TRAINING & CONFERENCE ROOMS

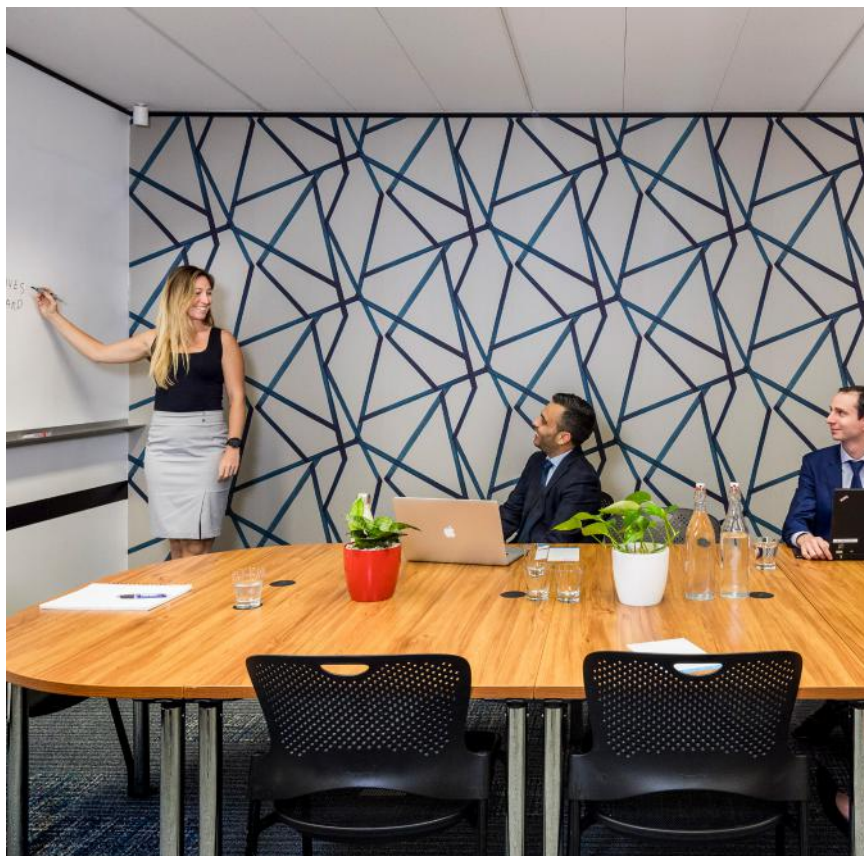
Our conference rooms are ideal for seminars and large meetings.

Spaces and layouts are customisable to your specific requirements. AV equipment, the latest technologies, and secure network connections can all be arranged, along with standard inclusions such as an HD data projector, instructor laptop and flip chart. Your conference experience can include optional services such as guest registration on arrival, all-day dining and canape networking functions.

IDEAL FOR

Town Halls	Course delivery
Product Launches	Learning & Development
Training	Staff Upskilling
Workshops	Company wide training
Roadshows	Client workshops
Regional Meetings	Computer Training
Special Events	Software Rollouts
Sales Kick-Offs	Examinations
Industry Briefings	Tradeshows





MEETING ROOMS

Functional and private, meeting rooms are available in a variety of flexible sizes and layouts to suit your purpose. Take advantage of services such as in-room video conferencing, administration support services, and technologies to enable you to reach productive outcomes.

IDEAL FOR

Executive Meetings

Strategy Meetings

Client Meetings

Virtual Meetings

Training

Workshops

Mediation

Arbitration

Interviews

COMPUTER ROOMS

Offering the latest model computers, fast internet and tailored setup, computer rooms allow groups to connect seamlessly, whether in the same room or across multiple Cliftons sites. We prearrange your software and configuration to your requirements. A range of options for a secure remote network connection is also supported. Talk to our team about options for secure image deployment and VPN connections.

Computer rooms include either a data projector or a centre monitor viewing system.

IDEAL FOR

Development Labs

Software Training

Systems Testing

Examinations

Technical Lab Training

IT Training

Remote Training

Online Testing

Hackathon



EXAMINATIONS

Access end-to-end exam management and delivery services for computer or paper-based exams, including versatile spaces and robust security features.

Choose from double or single exam desks and computer rooms and take advantage of invigilation services (exam supervision), bulk printing and exam material handling.



“ Discover a total examination solution with an expert team behind you



What is remote invigilation (remote proctoring)

The exam candidate can sit a remote exam at any location suitable to them, administered by an exam supervisor via secure browser technology that is non-intrusive



Your Exam Solution at Cliftons:

- ✓ Full exam management services inclusive of pre and post exam project management
- ✓ Exam platform and student management systems
- ✓ Physical, hybrid or complete online and remote proctored (invigilation) exam environments
- ✓ Onsite server and local server hosting capabilities
- ✓ Oral assessment and specialist exam environment
- ✓ Existing LMS integrations with remote proctor add-ons (Including single sign-on)
- ✓ IT and systems management and exam delivery support
- ✓ End-to-end paper based to computer-based exam transitioning capabilities
- ✓ Secure storage of examination documents.

Discover a total examination delivery solution

At Cliftons, we've partnered with leading online exam providers so we can tailor a solution specific to your requirements. Think of it as your "one-stop-shop" for all things examinations. By harnessing Cliftons expertise, you are on your way to delivering a seamless exam management experience!



IN-HOUSE CATERING

NOURISH DELEGATES' BODIES AND MINDS WITH DELICIOUS FOOD, AND YOU'LL REAP THE BENEFITS OF AN ALERT, PRODUCTIVE AND SATISFIED COHORT.

All About Cliftons Fresh

BREAKFAST

Choose from a casual buffet of breakfast favourites, fresh juices and bean to cup coffee, or a formal seated a la carte offering.



LUNCH

Lunch buffet of hot and cold dishes, including meats, vegetables, salads and deli-style sandwiches. Plus morning and afternoon tea.



DINNER

Provide a relaxed buffet-style hot dinner in our breakout area, with extensive drinks packages to unwind after a productive day.



CANAPÉS AND BEVERAGE PACKAGES

Engage your delegates with specially selected canapes and drinks in our breakout areas for the perfect finish to your event.



BOARDROOM DINING AND BANQUETS

In-room boardroom formal dining is available for up to 12 guests, or banquets for up to 200 in our breakout rooms. Full planning, styling and more are also available.



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

SPECIAL DIETARY REQUIREMENTS

Varied meals offered on a daily basis to cater for the most common food allergies and requirements, including vegetarian, vegan, gluten-free, and dairy-free, with clear labelling of all menu options.

EXCEPTIONAL SERVICE FROM ENQUIRY TO EVENT DAY

OUR DEDICATED VENUE MANAGEMENT TEAM WILL BE ON HAND LOOKING AFTER YOU AND YOUR DELEGATES ON THE BIG DAY. THEY WILL BE THERE TO GREET YOU ON ARRIVAL, ENSURE YOUR DAY FLOWS SMOOTHLY AND SOLVE ANY PROBLEMS. SERVICE EXCELLENCE IS WHAT THEY DO BEST.

EVENT SUPPORT SERVICES OFFERED INCLUDE:

- Dedicated event managers
- Onsite venue managers
- Tech support crew
- Floor staff team

Our team works together to ensure the smooth running of your event. Got a special request? [Please just ask. We would be more than happy to accommodate it.](#)

MAKE INSTANT ONLINE BOOKINGS WITH CLIFTONS CLIENT PORTAL

The Cliftons Client Portal lets you create, edit and manage your events online in real-time. Reserve your desired dates instantly, add detailed event information, and extract reports on past and future periods. You can even allow attendees to register and pay online.

All events created via the Portal are checked and managed by our Central Bookings Team to ensure information accuracy for our delivery teams – and if

at any point you'd prefer to talk to a human, the team are just a phone call away. The Client Portal is exclusively available for you when you partner with Cliftons.

INTERNATIONAL EVENT SOLUTIONS

Cliftons International Event Solutions make global delivery of conferences, training and events painless. With our international network of venues and trusted affiliates, you can host events all over the world with just a single contact point.



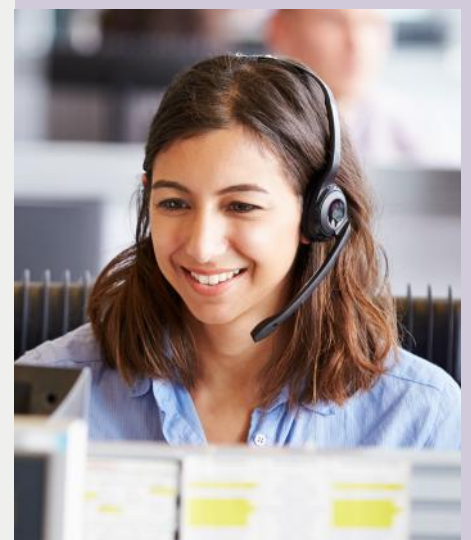
[For more information, download the Cliftons International Event Solutions handbook.](#)

PARTNER WITH US

Partner with Cliftons for your ongoing corporate space needs and get 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 in just a few clicks.

Discuss the options with our team.



CUSTOMISABLE EVENT SERVICES FOR A CHANGING WORLD

Tap into our experienced team's skills at creating high impact events, both in-venue and virtual. Discover a premium experience for presenters and participants. With fully equipped venues and exceptional technology and support you can get the best of both worlds to host hybrid events blending in-person and virtual elements.

REQUIRE ADDITIONAL IT EQUIPMENT OR SERVICES?

We will be happy to arrange it for you, just ask.



Virtual Classrooms and Seminars

In a Virtual Room, multiple cameras are positioned in your room to allow instructors to teach both local and remote delegates. Simultaneously, remote delegates can see the instructor, whiteboard, and fellow attendees via multiple video linked screens. These sessions can be arranged either in classroom or seminar layout linking up to 25 sites.



Multi-City Events (In-Venue & Hybrid)

Cliftons can arrange multi-room network connections across Cliftons venues in different locations. You can also explore a hybrid option to bring to together multiple locations, plus remote digital participation, with the right technology and logistical support to create a single engaging, cohesive event experience.



Webinars

End-to-end webinar logistics support for up to 1000 participants, including technical setup, customised online attendee registration and reporting on participation.



Cliftons Studio

Professional and secure rooms specially designed for broadcasting digital events. Provides an authentic corporate environment from which to host or record from. Ideal for live streaming for board meetings, town halls and company events.

TECHNOLOGY AND SUPPORT

DISCOVER A SUPERIOR IN-VENUE TECHNICAL EXPERIENCE, FROM THE LATEST STATE-OF-THE-ART TECHNOLOGIES TO ADVANCED EVENT SUPPORT



Onsite Tech

Technical support staff are on hand around the clock, meaning you can relax knowing you're in safe hands if you require assistance at any point during your session. Techs are backed up by a head office support team who can escalate issues for fast resolution.



Bring your own device

We are "Bring Your Own Device" (BYOD) ready. Enjoy a fast Wi-Fi connection and plenty of dual power USB cubes to plug into. Technical support staff are always on hand to ensure your session is hiccup-free.



Network Security

All Cliftons venues are supported by high level logical and physical network security measures to help keep your data secure. Core infrastructure logically separates individual rooms for security but also allows for multi-room connections if required. That's both within a venue and across our venues located in different cities.



Secure Connections to your own network

Whatever connection option you use to connect remotely to your own network, Cliftons IT team are flexible and can work with you to support your desired setup.



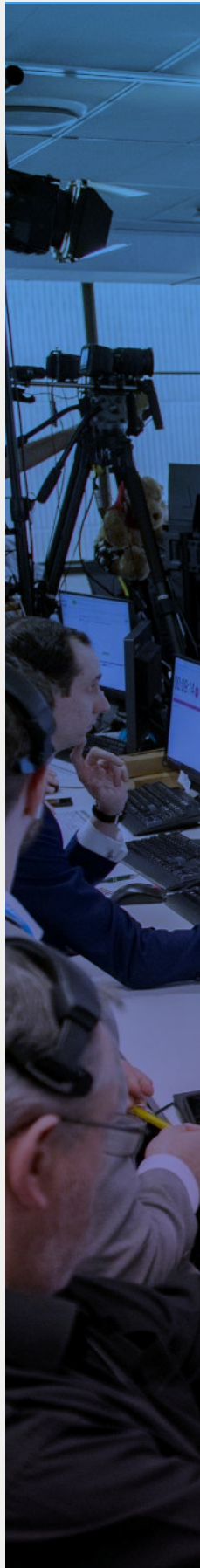
Super-fast internet

How would you run a successful meeting without it? The venue features two separate networks to ensure fast internet service continues in the event of a network failure. An instructor ethernet cable and solid Wi-Fi connection is provided in rooms, along with free guest Wi-Fi in breakout areas.



Conferencing Platform Agnostic

Our conferencing equipment is compatible with various platforms such as Skype, Microsoft Teams, Blue Jeans, Zoom and WebEx. Please let us know if your organisation uses a specific software suite for internal conferencing. We'll work to ensure your technical requirements are met.



COMPREHENSIVE EVENT PRODUCTION SERVICES



Look and sound great

Give your speakers and their content everything they need to shine with the best AV and event production services. Our team will make sure you look and sound great, so it's your message everyone remembers, not the technology woes.

You'll get access to our team for pre-event design, including a professionally branded website (microsite). Get presentation format support, plus all the tools to ensure your presentation runs smoothly. This includes broadcast quality camera, sound and mixing, plus all the presentation tools you need and quality live streaming. You can also record your event and speakers and take advantage of our post-event content.

Services include:

- Audio Visual
- Event Production Team
- Venue Management
- Audience Interactivity and Involvement
- Recorded Content
- Post Event Support





Increase your event reach to a wider geographical location of attendees



Seamless tech experience when trusting Cliftons IT team to manage your digital events



Watch your registration numbers soar – more delegates attend your event when they have the option to attend digitally

Virtual events with latest event technologies



Host with confidence

Our flexible event formats and technology means you can change to a hybrid or virtual format with as little as one day's notice. Our skilled team is there to guide you every step of the way to continue to deliver your event program and provide value to your delegates.

“Breathtaking views, superb catering, first-rate service, and digital technology to seamlessly connect more than 200 professionals across four cities helped make our event an unforgettable and highly successful celebration.”

FMA

Disruption is the name of the game in today's business landscape. And when event organisers are dealt the constant uncertainty of making plans, virtual events make great sense. Not only this, but in today's world attendees expect versatility and convenience that matches their lifestyle. Attending events from the convenience of the home office means you can provide participants with an exceptional experience without sacrificing collaboration or safety, plus replay options means they can continue to access your information long after the event day.

PREMIUM SYDNEY CBD LOCATION

Cliftons Sydney Margaret Street is located in the heart of Sydney's CBD, just one minutes' walk from Wynyard Station, or six minutes' walk to Circular Quay Station and Ferry Terminal.

ADDRESS

Level 13, 60 Margaret Street
Sydney 2000 Australia

CLIFTONS LOCATIONS

AUSTRALIA

Adelaide
Brisbane
Canberra
Melbourne – Collins Street
Melbourne – Freshwater Place
Perth
Sydney – Spring Street
Sydney – Margaret Street

CONNECT WITH US

We would be delighted to host your next remarkable event experience. Our friendly team are ready to offer advice or assist with the planning process.

NEW ZEALAND

Auckland
Wellington

ASIA

Singapore

GLOBAL VENUES

UK, US, EMEA, Asia Pacific

TELEPHONE

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