



RADISSON
MEETINGS

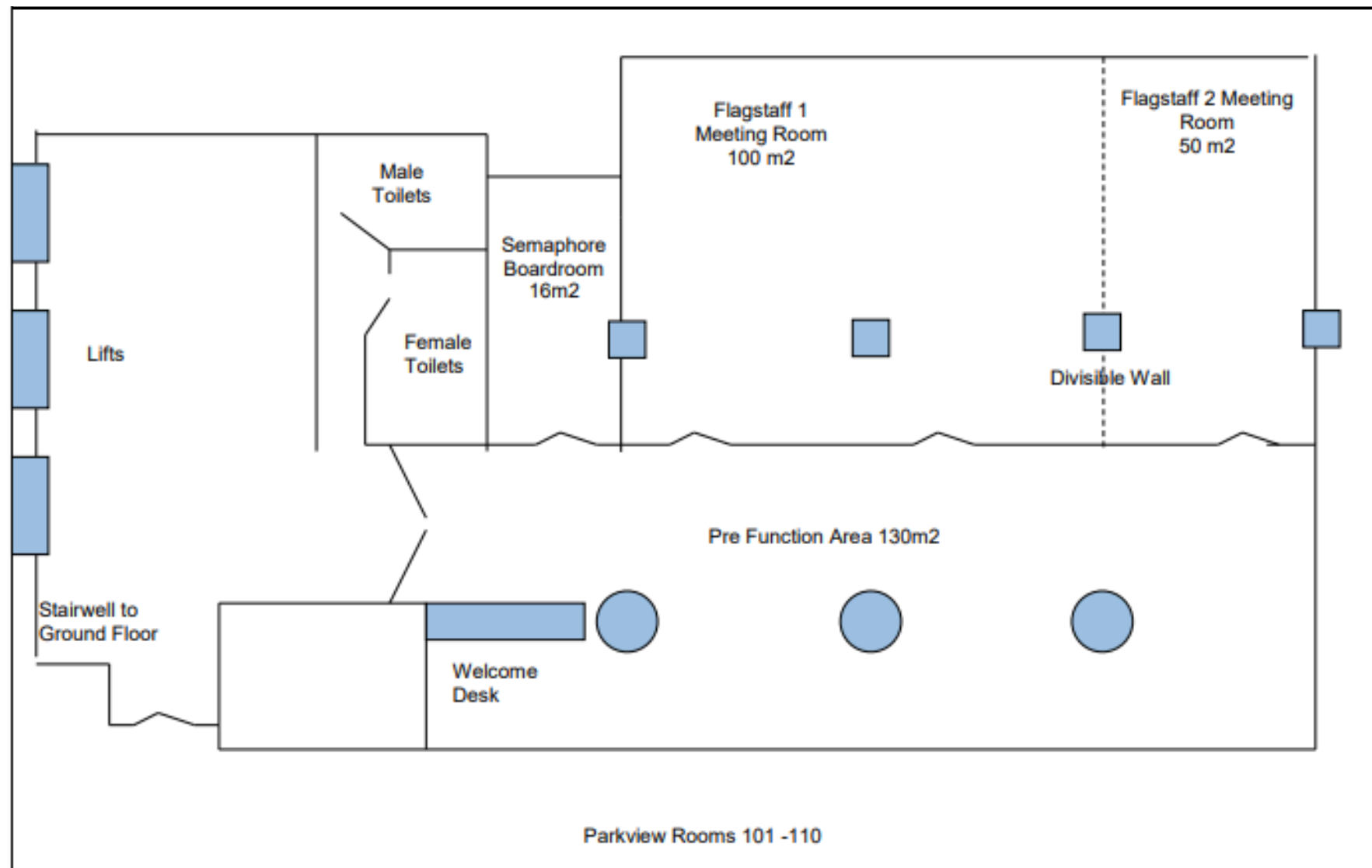
MAKING YOUR MEETING A SUCCESS

Conference Brochure

CAPACITY CHART

FUNCTION ROOM	DIMENSIONS			MAXIMUM SUGGESTED SEATING STYLE CAPACITY						
	Floor area (m2)	Room size (m)	Ceiling height (m)	Boardroom	Theatre Style	Dinner / Banquet	Cocktail	Classroom	U-Shape	Cabaret (8 per table)
Semaphore Room	16	3 x 5.3	2.7	6	-	-	-	-	-	-
Flagstaff 1	100	12 x 8	3.4	18	70	54	120	36	18	40
Flagstaff 2	50	6 x 8	3.4	16	40	18	50	18	16	16
Flagstaff 1 and 2	150	18 x 8	3.4	-	110	72	170	54	-	64
Pre-Function Area	130	3	-	-	-	-	-	-	-	-
Parkview Room	20	-	2.7	8	14	-	-	-	8	8
Lawn Bowls	200	10 x 20	-	40	150	110	150	55	40	88
HQ's on William	250	-	-	-	-	-	150	-	-	-

FLOOR PLAN





AUDIO VISUAL + TECHNICAL SERVICES

Radisson on Flagstaff Gardens can assist and provide you with all of your technical and production requirements. Where required we work with our technical and creative event partner Myles AV. Myles Audio Visual Hire is a dynamic company formed by a group of experienced professionals in the audio visual hire industry who specialize in the corporate conference market.

THE FOLLOWING ARE EXAMPLES OF AUDIO VISUAL EQUIPMENT AVAILABLE:

- Data projectors, screens with HDMI input
- Laptop available at cost
- Whiteboard
- Flip chart
- Lectern and microphone
- Roving microphone
- Lapel microphone available at cost
- Polycom telephone system available at cost
- On - site technician can be arranged at a daily rate

Audio Visual requirements can be tailored to suit every event need, the above list is just a small sample of options available.

DAY DELEGATE PACKAGE

Simplify your conference with our Conference Day Delegate Package, with all the inclusions to ensure your meeting is a success.

For something more to wow your delegates, tailor it by adding any one of our meeting room snack options. They are sure to impress!

CATERING INCLUSIONS

- Nespresso 'pod' coffee and a selection of traditional and herbal teas
- Two morning and two afternoon refreshment item, from our extensive break options
- Your choice of a working style lunch or a buffet lunch; both can be served in HQ's Restaurant

AUDIO VISUAL INCLUSIONS

- Whiteboard
- Flipchart
- Data Projector

MEETING ROOM INCLUSIONS

- Delegate stationery, including note pads and pens
- Filtered water and mints
- Room set up and hire
- Signage facilities to display your company name for the duration of your event
- Registration table available upon request

ADDITIONAL SERVICES

- Complimentary wireless internet throughout the hotel and in the conference area
- 24 hour Business Centre
- 24 hour Concierge
- Menus tailored to your preferences and dietary requirements
- Dedicated Events Coordinator
- Spacious and contemporary designed registration and break out area

HALF DAY DELEGATE PACKAGE

If you have a limited timeframe our Conference Half Day Delegate Package, will ensure your meeting is efficient and hassle free. For something more to wow your delegates, tailor it by adding any one of our meeting room snack options.

They are sure to impress!

CATERING INCLUSIONS

- Nespresso 'pod' coffee and a selection of traditional and herbal teas
- Two morning OR two afternoon refreshment item, from our extensive break options
- Your choice of a working style lunch or a buffet lunch; both can be served in HQ's Restaurant

AUDIO VISUAL INCLUSIONS

- Whiteboard
- Flipchart
- Data Projector

MEETING ROOM INCLUSIONS

- Delegate stationery, including note pads and pens
- Filtered water and mints
- Room set up and hire
- Signage facilities to display your company name for the duration of your event
- Registration table available upon request

ADDITIONAL SERVICES

- Complimentary wireless internet throughout the hotel and in the conference area
- 24 hour Business Centre
- 24 hour Concierge
- Menus tailored to your preferences and dietary requirements
- Dedicated Events Coordinator
- Spacious and contemporary designed registration and break out area

MORNING AND AFTERNOON TEA BREAKS

SAVOURY

- Selection of homemade finger sandwiches
- Caramelised onion, roasted tomato and goats cheese tart (V)
- Vietnamese rice paper roll with sweet chili dip (GF) (V)
- Chorizo, spinach ricotta involtini (V) (GF)
- Mini assorted quiches (V)
- Warm Spinach feta Borek with lemon garlic yoghurt (V)
- Warm Turkish spiced lamb Borek with Lemon garlic yoghurt
- Assorted mini arancini and dip (VO)

SWEET TOOTH

- Banana bread served with vanilla cream banana chips
- Forest berry yoghurt mousse (GF)
- Hedgehog slice (N)
- Mini Éclairs (N)
- Chocolate Mousse cups with Peanut Praline (N)
- Mini pavlova with fresh fruits (GFR)
- Freshly baked assorted Danish pastries
- Assorted flavoured Macaroons
- Assorted Mini Choux Puffs

HEALTHY OPTIONS

- Avocado and sundried tomato tart (V)
- Chia seed and goji berry pudding (DF) (GF)
- Home-made Bircher muesli with dried fruits and nuts (N)
- Sliced seasonal fruits
- Quinoa and lentil cups with avocado mousse

REFRESHMENT BREAKS

TEA AND COFFEE

Sample the Nespresso coffee pod range with distinctly individual characters and aromatic profiles to satisfy every taste and a selection of traditional and herbal teas.

On Arrival
Continuous

ADDITIONAL BEVERAGES

Enhance your day with our selection of cold drinks that can be added to your meeting

Selection of Soft Drinks
Natural still spring water
Sparkling Spring Water





LUNCH OPTIONS

LUNCH OPTION 1 - BUFFET

A selection of light and healthy options. Can be served in the pre-function lounge or HQ's Restaurant.

- One protein and one vegetarian option
- Chef's selection of two gourmet salads
- Chef's selection of desserts
- Seasonal fruit platter

LUNCH OPTION 2 - WORKING LUNCH

A quick and satisfying option to suit any schedule. Can be served in the pre-function lounge or HQ's Restaurant.

- Freshly prepared selection of sandwiches
- Chef's selection of a gourmet salad
- Savoury pastries
- Chef's selection of desserts
- Seasonal fruit platter

LUNCH OPTION 3 - PLATED LUNCH

Take a well-deserved break at our award-winning HQ's Restaurant.

- Choice of an alternating plated lunch
- Bakers basket of rolls
- Chef's selection of desserts
- Seasonal fruit platter

*Please ask our Conference & Events Coordinator for the current HQ's Lunch menu

*Lunch is included in the Day Delegate Package and the Half Day Delegate Package

