

NATIONAL GENERAL ASSEMBLY EVENT INFORMATION

EVENT CONTACT

Event	National General Assembly of Local Government Australian Local Government Association
Event organiser	Conference Co-ordinators
Event organiser phone number	02 6292 9000
Event organiser email	megan@confco.com.au
Event coordinator name	Megan Douglas

Proposed Format	<p>SUNDAY 19 JUNE 2022</p> <p>Meeting: Regional Co-operation Forum 340 delegates 10am – 4pm Round tables in the Ballroom –cabaret style of 7 people per table</p> <p>Welcome Reception 650 guests 5.30pm – 7.00pm Cocktail style through exhibition hall and foyer Cocktail food via tray service food individually portioned Beer, wine and soft drinks via tray service Scattered cocktail tables and seating will be pre-set</p> <p>MONDAY 20 JUNE – WEDNESDAY 22 JUNE</p> <p>Meeting: National General Assembly 1000 Royal Theatre 9am – 5pm Seated in tiered seats</p> <p>Exhibition in Exhibition Hall: 61 booths</p>								
Attendee demographic	<p>Attendees are from Council offices around Australia. The average age range is 40 – 60 years</p> <p>This is a professional event that includes networking in a formal setting.</p>								
National General Assembly anticipated numbers for 2022:	<table border="0"> <tr> <td>Royal Theatre</td> <td>1000</td> </tr> <tr> <td>Exhibition Hall</td> <td>80 3m x 3m booths maximum (two stand staff maximum per booth)</td> </tr> <tr> <td>Ballroom</td> <td>cabaret 340</td> </tr> <tr> <td>Foyer</td> <td>650 cocktail</td> </tr> </table>	Royal Theatre	1000	Exhibition Hall	80 3m x 3m booths maximum (two stand staff maximum per booth)	Ballroom	cabaret 340	Foyer	650 cocktail
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Ballroom	cabaret 340								
Foyer	650 cocktail								
Attendance number from 2021	<p>In 2021 the event gathered 735 attendees plus 100 exhibition stand staff</p>								

VENUE CONTACT AND BREIF

Venue name	National Convention Centre Canberra
Venue contact	Mary Nyam 02 6276 5200
Venue site size (in square meters)	Royal Theatre Flat floor 749/ Tiered seats 1698 Exhibition Hall 2000 Ballroom 658 (Closed) Foyer 1100
Maximum venue capacity:	Royal Theatre Flat floor 750/ Tiered seats 1698 (Main Plenary) Exhibition Hall 120 3m x 3m booths maximum (Exhibition) Ballroom Theatre 330, cabaret 270 (table of 7 persons each for RCDF Forum) Foyer 750 cocktail (Welcome Reception) Bradman 287 tiered seating (Breakout room) Menzies 172 tiered seating (Breakout room) Nicholls 158 tiered seating (Breakout room) Sutherland 141 tiered seating (Breakout room)
Number of entry / exit points	1 Entry/Exit Point at the rear of the building (Glebe Entrance) A bollard to separate the door to provide a entrance and exit lane 1 Entry/Exit Point at the front of the building (Constitution Avenue) Two outside doors are the exit points the inside door is the entry point Access points are wide and easily accommodate attendees using the doorway while maintaining social distancing, entry and exit will be separated and identified 1 Car Park lift access

COVID SAFE MANAGEMENT PLAN

National Convention Centre Canberra NCCC

Conference Co-ordinators and
Australia Local Government Association ADMIN

ATTENDEE MANAGEMENT

COMMUNICATIONS

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none">Formal registration process includes name, mobile, postcode, email address	ADMIN
During	<ul style="list-style-type: none">Monitors are set around the NCCC that will display current advice and safety measuresMonitors are set around the NCCC that will update attendees on any new outbreaks across the country	NCCC

HAND SANITISER AND HAND WASHING FACILITIES

Timing	Plans / actions	Responsible
During	Have hand sanitising stations positioned throughout the venue as well as providing individual sanitisers in their satchels (provided by ALGA) to each attendee in their satchels	NCCC
	Surfaces to be regularly wiped down (every 2 hours)	NCCC
	Bathrooms to regularly maintained by Venue staff (every 2 hours)	NCCC
	Upon arrival of delegates, during breaks and when delegates are coming out of the Royal Theatre at the end of each conference day , NCCC will play social distancing messaging	NCCC

ENTRY POINTS/ PEOPLE FLOW

Timing	Plans / actions	Responsible
Before	Discuss with NCCC to establish how Entry and Exit points will work	ADMIN AND NCCC
During	<p>External Entry/Exit</p> <ul style="list-style-type: none"> • 1 access point at the rear of the building (for attendees accessing the centre from Crowne Plaza and city locations) • 1 access point at the Front of the building (for attendees accessing from taxi drop off and other city locations) • Lift entry point will be used minimally as most delegates will be staying at hotels • All entry points will be staffed and labelled to ensure all entering the building are registered attendees (and ensuring anticipated numbers are maintained) 	ADMIN AND NCCC

FIRST AID / IN-EVENT HEALTH SERVICE PLANS

Timing	Plans / actions	Responsible
Before	Discuss first aid procedures with NCCC	ADMIN AND NCCC

EVACUATION

Timing	Plans / actions	Responsible
Before	Discuss evacuation procedures with NCCC	ADMIN AND NCCC
During	Follow NCCC evacuation procedures	ADMIN AND NCCC

SERVICE OF FOOD AND ALCOHOL

Timing	Plans / actions	Responsible
Before	Discuss COVID safe options with NCCC relating to service of food and alcohol	ADMIN AND NCCC
During	Welcome Reception (Exhibition Hall NCCC) <ul style="list-style-type: none">Alcohol is limited to a tab (rather than an open package) to limit the amount of alcohol being providedProvide a number of bar tables with stools throughout the exhibition hall to encourage people who need to find a static positionFood is offered during the function (tray service)	NCCC

EVENT STAFF SAFETY AND PROCEEDURES

Timing	Plans / actions	Responsible
Before	All event staff to complete the Infections Control Training/COVID-19 suggested by the Department of Health	ADMIN AND NCCC

TRANSPORT

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none">Discuss COVID safe options with Murrays relating to safe seating in their coaches	
During	<ul style="list-style-type: none">Event staff at each transport departure point to assist with delegates getting off and on coaches in the correct manner and keeping to the correct number allowed per coach	

VENTILATION - INDOOR SPACES

Timing	Plans / actions	Responsible
Before	NCCC ventilation system to manage airflow in meeting spaces	NCCC
During	NCCC ventilation system to manage airflow in meeting spaces	NCCC

STAGES

Timing	Plans / actions	Responsible
Before	Have a floorplan of how the stage will be set to ensure physical distancing can be maintained	ADMIN
During	Take speakers through a rehearsal prior to their session so they understand where they are to sit/stand Any high touch points audio visual equipment eg: mics and lectern to be wiped down regularly	ADMIN

RISK MANAGEMENT PLAN

Undertake a risk assessment and develop a risk management plan

The World Health Organization (WHO) has developed a tool that:

- Gives a score to each risk factor and control measure
- Calculates an overall risk score
- Gives a defined risk category
- Helps with decisions

Resources are available at:

- How to use WHO risk assessment and mitigation checklist for Mass Gatherings in the context of COVID-19
- Mass Gathering risk assessment COVID-19: key considerations
- Decision tree for risk assessment for mass gatherings

N.B. these are example resources and will need to be customised to your local setting.

**Please complete the tool and insert the result as per sample below

<https://www.who.int/publications/i/item/10665-333185>

Heat Map	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain 5	Medium risk (5)	High risk (10)	Very High risk (15)	Very High risk (20)	Very High risk (25)
Likely 4	Low risk (4)	Medium risk (8)	High risk (12)	Very High risk (16)	Very High risk (20)
Possible 3	Low risk (3)	Medium risk (6)	Medium risk (9)	High risk (12)	Very High risk (15)
Unlikely 2	Low risk (2)	Low risk (4)	Medium risk (6)	Medium risk (8)	High risk (10)
Rare 1	Low risk (1)	Low risk (2)	Low risk (3)	Low risk (4)	Medium risk (5)

KEY	
VERY LOW	Overall risk of transmission and further spread of COVID-19 is considered <u>VERY LOW</u>
LOW	Overall risk of transmission and further spread of COVID-19 is considered <u>LOW</u>
MODERATE	Overall risk of transmission and further spread of COVID-19 is considered <u>MODERATE</u>
HIGH	Overall risk of transmission and further spread of COVID-19 is considered <u>HIGH</u>
VERY HIGH	Overall risk of transmission and further spread of COVID-19 is considered <u>VERY HIGH</u>



Mass gathering risk evaluation for COVID-19

The questions below will enable event organizers to review the considerations specific to COVID-19 for their mass gatherings planning, which will inform their risk assessment. This will help organizers understand and manage the risk COVID-19 presents to their mass gathering.

The risk assessment should be reviewed and reassessed regularly during the planning

phase of a gathering and updated immediately before transitioning to the operational phase, in light of the rapidly evolving nature of the outbreak. Reference should be made to the latest technical guidance and situation reports on the WHO website.

The risk assessment for COVID-19 associated with mass gatherings must be coordinated and integrated with the host country's national risk assessment for COVID-19. The person completing the risk evaluation should incorporate input from the local public health authorities, consult WHO's latest technical guidance and ensure that there is an up-to-date evaluation of the epidemiological situation.

The person conducting this risk evaluation should answer 'yes' or 'no' to each question below to receive a total risk score before proceeding to the next step of completing the risk mitigation.

Risk Evaluation

Please answer yes or no to the following questions:		Yes No
Risk of COVID-19 to the mass gathering		
Original Risk of Mass Gathering	Will the event take place in a host country experiencing community transmission (larger outbreaks of local transmission), as defined by WHO?	NO
	Will the event include international participation from countries experiencing community transmission, therefore increasing risk of importation of COVID-19 cases to the host country?	YES
	Will the event include a significant number of participants at higher risk of severe disease (e.g. people > 60 years of age or people with underlying health conditions)?	NO
	Will the event be primarily indoors or will people be in close contact (less than 1m distance) with one another for a prolonged period (more than 15 minutes)?	YES

	Is there a culture of risk taking behaviour (e.g. excessive drinking, illegal substance use, sexual activity etc.) that may be connected to the mass gathering or are there legitimate concerns of noncompliance with health and safety precautions?	NO
<i>Modifications of the Event</i>	Can the mass gathering be modified so it can be held virtually?	NO
	Can the mass gathering be modified so that there will be no international participation to reduce the risk of international spread?	YES
	Can the mass gathering be modified so those at high risk (e.g. people > 60 years of age or people with underlying health conditions) will no longer attend?	NO
	Can the mass gathering be modified so that the event will be held outdoors and with limited close contact between people?	NO
	Can there be enhanced monitoring and incident reporting during the mass gathering to reduce risk taking behaviours or noncompliance (such as smartphone apps for participants to report potential incidents)?	YES
Total COVID-19 Risk Evaluation Score		0



Mitigation measures (also referred to as control measures) assess the current effort and planning to reduce the risk of spread of COVID-19 disease for an event. As mitigation measures can reduce the overall risk of the mass gathering contributing to the spread of COVID-19, they should be taken into account after the risk evaluation has occurred to gain a clearer understanding of the overall risk of transmission and further spread of COVID-19 in the event of the mass gathering.. Together with the risk evaluation score, the mitigation measures will contribute to the decision matrix and influence the assessment of the overall risk of transmission and further spread of COVID-19 associated with the mass gathering.

The questions below will enable event organizers to review the mitigations specific to COVID-19 for their mass gatherings planning. The risk mitigation questions should be reviewed and reassessed regularly during the planning phase and updated immediately before transitioning to the operational phase to account for additional changes or modifications made during the mass gathering planning phase.

The person conducting the risk mitigation should incorporate input from the local public health authorities, consult WHO's latest technical guidance and ensure that there is an up-to-date evaluation of the epidemiological situation.

The person conducting this risk mitigation should answer 'yes/complete'; 'maybe/in progress'; 'no/not considered'; or 'not applicable' to each question below to receive a total mitigation score as a percentage before proceeding to the final step of determining the overall score.

Risk Mitigation

Topic	Key considerations	Yes/Completed Maybe/In Progress No/Not Considered Not Applicable	Comments
Understanding COVID-19, the country situation, and the mass gathering	Have the relevant organizers and responsible staff been informed about the latest available guidance on the COVID-19 outbreak: official web resources available from WHO, United States Centers for Disease Control and Prevention (CDC), European Centres for Disease Control and Prevention (ECDC), United Nations (UN), local public health authorities)? And are the relevant organizers and responsible staff committed to following the available guidance documents?	YES / COMPLETE	All WHO technical guidance related to COVID-19, by topic and by publication date, is available here: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance
	Are organizers aware of global and local daily situation reports as provided by WHO or local public health authorities?	YES / COMPLETE	For more information please see: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/

	Do organizers and responsible staff understand COVID-19 risks and transmission routes, the steps that event attendees can take to limit spread, the recognized best practices (including respiratory etiquette, hand hygiene etc), and the travel restrictions adopted by different countries that may affect the mass gathering?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak and: https://www.who.int/publications/i/item/controlling-the-spread-of-covid-19-at-ground-crossings and: https://www.who.int/newsroom/articles-detail/updated-who-recommendations-for-international-traffic-in-relation-to-covid-19-outbreak
Event emergency preparedness and response plans	Is there a Medical Response Plan that includes COVID-19 considerations developed for this mass gathering?	MAYBE / IN PROGRESS	
	Does the Medical Response Plan developed for the mass gathering include information about how attendees should interface with the healthcare system (e.g., hotline/helpline number, organizer's medical teams, local healthcare system)?	MAYBE / IN PROGRESS	
	Is there an Emergency COVID-19 Outbreak Response Coordinator/Team in the mass gathering organizational structure with defined roles and responsibilities, coordinating health preparedness and response planning for the outbreak?	YES / COMPLETE	
	Has the host country or organizer requested support from WHO and/or local public health authorities?	NOT APPLICABLE	
	Have the mass gathering organizers acquired PPE (masks, gloves, gowns,) for on-site medical personnel to help reduce transmission?	NO / NOT CONSIDERED	For more information please see: https://www.who.int/publications/i/item/advice-on-the-use-of-masks-in-the-community-during-home-care-and-in-healthcare-settings-in-the-context-of-the-novel-coronavirus-(2019-ncov)-outbreak
	Have the organizers acquired masks for event participants to help reduce transmission?	YES / COMPLETE	
	Have the organizers acquired hand sanitizer and tissues, with plans to frequently replace soap canisters in washrooms to help reduce transmission?	YES / COMPLETE	
	Have the organizers acquired bins for the safe disposal of hygienic materials (e.g. tissues, towels, sanitary products) in washrooms and changing rooms to help reduce transmission?	NO / NOT CONSIDERED	

	Have the organizers acquired hand sanitizers and rubs for all entrances and throughout the venue to help reduce transmission?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19
	If a person falls ill/ shows symptoms of an acute respiratory infection during the event, is there a procedure for meeting participants to clearly identify whom to contact and how to do so if they or other event participants are unwell?	YES / COMPLETE	
	If a person is to fall ill/ show symptoms of an acute respiratory infection during the event, is there a protocol on whom meeting organizers should contact in the host country to report suspected cases and request epidemiological investigations?	YES / COMPLETE	
	If a person is to falls ill/ shows symptoms of an acute respiratory infection during the event, are first aid services or other medical services in-place and equipped to support patients with respiratory symptoms?	MAYBE / IN PROGRESS	
	If a person is to fall ill/ show symptoms of an acute respiratory infection during the event, are there isolation rooms or mobile isolation units available on-site?	YES / COMPLETE	
	If a person is to fall ill/ show symptoms of an acute respiratory infection during the event, are there any designated medical facilities that manage patients with COVID-19 infection in host-country?	MAYBE / IN PROGRESS	The person would be admitted to hospital
	If a person is to fall ill/ show symptoms of an acute respiratory infection during the event, are there transportation services with trained professionals available to transport critically ill patients with severe acute respiratory infections to a hospital or out of the host country, if necessary?	MAYBE / IN PROGRESS	In this instance we would call an ambulance
	Has a cleaning schedule been developed to ensure the venue is clean and hygienic? Wiping surfaces with disinfectant is recommended (before, during, and after the event).	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/water-sanitation-hygiene-and-waste-management-for-the-covid-19-virus-interim-guidance
	Are seating arrangements assigned to ensure the crowd will remain stationary for most of the duration of the mass gathering?	YES / COMPLETE	
	Do seating arrangements ensure physical distancing can be maintained? (If there are no seating arrangements, answer "not applicable".)	YES / COMPLETE	
	Are there established screening measures , including temperature checks, for participants at points of entry, venues, routes and on-site medical facilities (first aid points)? (Please specify in Comments what these screening measures include)	NO / NOT CONSIDERED	

	Are there measures in place to ensure participants do not crowd at potential 'choke' points (such as gates, entrances, food services, restrooms)?	NO / NOT CONSIDERED	
	Is the host country conducting COVID-19 laboratory diagnostic tests on all suspected cases of COVID-19 in the local population? (If yes, please specify in comments the type of COVID-19 diagnostic the country uses.)	YES / COMPLETE	For more information please see: https://www.who.int/news-room/commentaries/detail/community-passports-in-the-context-of-covid-19
	Is the host country planning to conduct COVID-19 laboratory diagnostic tests on all participants attending the mass gathering? (If yes, please specify in comments the type of COVID-19 diagnostic the country uses.)	NO / NOT CONSIDERED	
	Is transportation provided for the mass gathering (such as private cars, buses with limited travellers, etc.) to enable participants to avoid public transportation?	YES / COMPLETE	
	Does the host country have a national public health emergency preparedness and response plan that can address severe respiratory diseases including COVID-19?	YES / COMPLETE	
	Is there a preliminary agreement by the host country to provide care for any COVID-19 cases connected with the mass gathering?	NO / NOT CONSIDERED	
	Is it possible to shorten the duration of the mass gathering to limit contact among participants and limit the duration of exposure?	NO / NOT CONSIDERED	
	If the event is for a duration of 14 days or longer, does the Medical Response Plan include resources and protocols for managing all public health interventions that would be necessary and supporting the national public health authorities if participants are infected and become sick at the event? (If the event is less than 14 days, please answer "not applicable".)	NOT APPLICABLE	
	If the event is for a duration of less than 14 days, does the Medical Response Plan for this mass gathering include protocols for organizers to notify all participants of possible exposure to COVID-19 if the organizers are made aware of any suspected or confirmed cases that attended event? (If the event is 14 days or longer, please answer "not applicable".)	NOT APPLICABLE	

Stakeholder and partner coordination	Is there an established collaboration and coordination between health and security sectors , which is considered as crucial?	NO / NOT CONSIDERED	
	Are there agreed, clear and easily understood processes in place for reporting to external multi-sectoral stakeholders (including surveillance authorities, WHO, CDC, ECDC, etc.) and disseminating risk communication messages?	NO / NOT CONSIDERED	
Command and control	Is there a decision-making authority/body and an agreed procedure to modify, restrict, postpone or cancel the mass gathering event related to a COVID-19 outbreak?	YES / COMPLETE	For more information please see: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-on-mass-gatherings-and-covid-19
	Are there arrangements to activate a strategic health operations centre if there are suspected COVID-19 cases in connection with the mass gathering?	NO / NOT CONSIDERED	
	Have organizers and staff undergone training and exercises on personal safety procedures and emergency mitigation measures (including those specifically listed in this questionnaire)?	YES / COMPLETE	
Communicating with Staff, Participants, Media, and Stakeholders	Is there a risk communication strategy for the mass gathering in regard to COVID-19 that ensures culturally appropriate language and specific messaging for the targeted audiences?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/risk-communication-and-community-engagement-(rcce)-action-plan-guidance
	Does the risk communication strategy include plans for dissemination and delivery of the targeted messaging (this may include visual reminders on basic preventative measures, actions and steps to take if people develop COVID-19 symptoms and instructions for the correct use of face masks or other personal protective equipment)?	YES / COMPLETE	
	Is there a designated person or persons to lead media activities and tasked with managing all external communications with national and international government officials, the general public, and the media? (If yes, please identify the spokesperson in comments)	YES / COMPLETE	
	Has there been monitoring of national and international media and social media established for rumours to be able to counter them early? (Please explain in	YES / COMPLETE	Screens at the venue can provide updates as well as messaging via the conference app

	the Comments what protocols are in place for counter messaging)		
	Has coordination been set up with major official domestic and international media channels and social media sites such as Twitter, Facebook and Instagram so that messaging can be coordinated with, and assisted by, the platforms to provide targeted messaging from organizers (including messaging to counter fake news and rumours, and proactive messaging about the status of the mass gathering, including changes)?	YES / COMPLETE	Conference app
Public health awareness of COVID-19 before and during the event	Has public health advice on clinical features of COVID-19, preventive measures, especially respiratory etiquette, hand hygiene practices, and physical distancing been shared to all participants, staff, and personnel of all relevant stakeholders?	YES / COMPLETE	
	Has information on the at-risk populations been provided to all participants so that they may make an informed decision on their attendance based on their personal risk?	MAYBE / IN PROGRESS	For more information please see: https://www.who.int/publications/m/item/covid-19-and-ncds
	Has public health advice included the information on the meaning of the following measures: quarantine, self-isolation and self-monitoring ?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/overview-of-public-health-and-social-measures-in-the-context-of-covid-19
	Have event organizers collected any available information about the participants for the mass gathering (including the countries they are coming from, the epidemiological context of those countries, health data if available, etc.) to gain a better understanding of the potential risks of disease spread and facilitate measures such as contact tracing?	YES / COMPLETE	
	If necessary, have event organizers liaised with national and international authorities and relevant parties to inform them about the demographics of the mass gathering and any potential risks identified to the host country and other countries?	NOT APPLICABLE	
	Have participants provided information to allow for direct follow up (contact tracing) with individuals and national governments on potential exposure if there is a suspected or confirmed case of COVID-19 linked to the mass gathering?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/contact-tracing-in-the-context-of-covid-19
Surge Capacity	Are there any surge arrangements in place in the event of a public health emergency during the mass gathering (i.e. suspected and confirmed cases of COVID-19) that include funding for mitigation measures ?	NO / NOT CONSIDERED	

	Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19) that include stockpiles of equipment (e.g. PPE)?	YES / COMPLETE	
	Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19) that include training of extra staff?	YES / COMPLETE	For more information please see: https://www.who.int/publications/i/item/considerations-for-public-health-and-social-measures-in-the-workplace-in-the-context-of-covid-19
	Are there any surge arrangements in place in the event of a public health emergency during the mass gathering - (i.e. suspected and confirmed cases of COVID-19) that include volunteers?	NOT APPLICABLE	

Total Mitigation Score (%)	64
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WHO reference number: [WHO/2019-nCoV/Mass_gathering_RAtool/2020.2](https://www.who.int/publications/i/item/WHO/2019-nCoV/Mass_gathering_RAtool/2020.2)

CAPACITY

This table outlines the official licensed capacity of each area and capacity based on 100% capacity for forward facing fixed theatre style rooms otherwise 75% capacity.

MEETING ROOM	SQM	LICENSED CAPACITY	100% CAPACITY
Royal Theatre*		2448 (full setting)	2448
Bradman Theatre	360	287	287
Menzies Theatre	180	165	165
Nicholls Theatre	180	165	165
Sutherland Theatre	170	135	135

MEETING ROOM	SQM	LICENSED CAPACITY	75% CAPACITY
Royal Theatre (flat floor area)	749	750	562
Exhibition Hall (2000sqm)	2000	2000	1500
Ballroom (closed)	658	500	375
Ballroom (open)	762	700	525
Torrens Room	90	80	60
Swan Room	155	140	105
Murray Room	170	170	127
Fitzroy Room	170	170	127
Derwent Room	95	80	60
Conference Office	35	30	22
Boardroom 1	27	27	20
Boardroom 2	27	27	20
Executive Room	90	90	67

FOYER AREAS	SQM	LICENSED CAPACITY	75% CAPACITY
Main Foyer	1100	1000	750
Theatrette Foyer	400	200	150
Ballroom Foyer	300	200	150
Gallery Foyer	390	250	187

PLEASE NOTE:

- Royal Theatre capacity is based on the full seated capacity*
- Capacities are subject to change according to changes in ACT Health Directions.
- Capacity numbers are based on licensed capacity and 100% capacity for forward facing fixed theatre style rooms otherwise 75% capacity. Capacity may be reduced pending the nature of a room set up or use – please refer to your Event Manager for final capacity.

*As of April 2021

LAYOUT

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System Built Exhibitions

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ORGANISER

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Emma Pieper

PLAN BASED ON
DELEGATES No.

DWG No.

SCALE **1:300**

DATE **02/12/2020**

SHEET No.

1

REVISION NO.

1

01 FLOOR PLAN
TBS

ALGA 2021
Exhibition Hall, National Convention Centre, Canberra