

General information

Entrance/exits

Access to the Tōtara Event Space is through the side entrance doors in the Margaret Mahy Courtyard.

Wi-fi access

Guest Wi-Fi is available for users of this facility.

Visitor sign-in

All visitors are required to sign-in on our sign-in tablets upon arrival as you enter the building.

When signing in, select 'No' for 'Do you know the person you are visiting', and for the reason of visit section, enter the name of your event.

Parking

After 5pm, park anywhere in the yellow sections for easy access to the venue. No time limits apply after 5pm in this area.



Kitchen/catering

Concierge staff will be available to assist with your self-catering i.e., receive delivery from your caterers and set up our facilities for service.

General mopping and vacuuming clean-up will be carried out by your concierge team.

The kitchen is available for use but must be left in a tidy condition.

Tea/coffee facilities

Tea and coffee facilities can be set up in Kiwi, Miro, or Kererū rooms, if required.

Temperature control

While temperatures may vary in rooms, the air conditioning has been set for a comfortable work environment. There are various air conditioning control panels throughout the building. To avoid any issues, please do not use these panels.

Audio Visual (AV) system – Tōtara and Kiwi rooms

(Full user guide provided)

Tōtara and Kiwi Rooms is equipped with various audio and visual tools to cater to your meeting requirements. It is recommended that you organise a demonstration with your staff coordinator to familiarise yourself with the technology available. A detailed user guide of the audio and visual technology is available on request.

Touch pad controller units

iPort controller

- The iPort controller sits on the head table in the Tōtara Room and operates the room's projectors, microphones and speakers.



Yealink Teams tablet

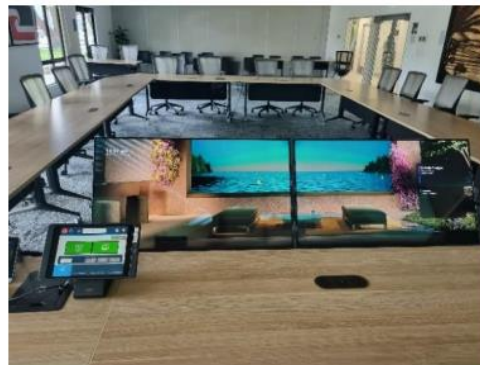
- The Teams tablet, also located on the head table, is the audio visual link in the room. The Teams Tablet is used in conjunction with the iPort controller when hosting/participating in a Teams or Zoom.



Projectors and TV screens

There are two ceiling projectors and motorised projector screens (behind the head tables), and two trolley-mounted TV displays (in front of head tables) as shown below.

The projectors and TV displays are set to mirror each other, this provides the head table full view of what is being shared to the room and meeting.



Audio and microphone controls

The audio and microphone technology in our Tōtara and Kiwi Rooms provides audio support for participants in-person and attending online. It is recommended that the ceiling microphones are the main audio option for external users.

It is important to note that the ceiling microphones can be sensitive to sound, it is recommended that participants in the meeting are quiet, and presenters speak clearly to the meeting to ensure optimal audio for all participants.

Ceiling microphones

There are two ceiling microphones in Tōtara and one in Kiwi. The two in Tōtara are located at the front of the room (near the head table) and in the centre.

The front ceiling microphone can be turned on exclusively by selecting Chambers Front Ceiling Mics Only.

Both ceiling microphones can operate by selecting Ceiling Mics on the iPort Controller.

The microphone in the Kiwi room is only operational when the rooms are 'linked', and Ceiling Mics is selected.

Audio Visual (AV) System – Miro and Kererū rooms

(Full user guide provided)

Miro and Kererū Rooms are equipped with basic audio and visual tools to cater to your meeting requirements. It is recommended that you organise a demonstration with your staff coordinator to familiarise yourself with the technology available. A detailed user guide of the audio and visual technology is available on request.

TV screens

- Two 72" television screens available
- Direct device connection to screens for streaming or zoom meetings
- Multiple adaptors available



Evacuation and assembly point

If there is a continuous sounding of the fire alarms, or if you receive an emergency response alert, then all occupants, visitors and customers must evacuate immediately via the nearest safe exits. Concierge staff are building wardens and will assist and direct visitors to the nearest safe exits.

Please follow the requests of the concierge staff.

The assembly area is located at Peace Park (as indicated below).



Assemble well clear of any exit doors and entrances from the streets to allow the Fire Service unobstructed access.

Occupants and visitors must only re-enter the building after the Chief Building Warden has given clearance.

In the event of a tsunami evacuation, follow instructions on the Civil Defence emergency response alert – DO NOT ASSEMBLE.

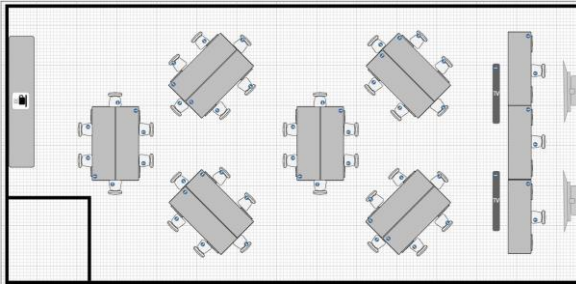
First aid kit

A basic first aid kit is available with the concierge staff and all concierge staff are trained first aid responders.

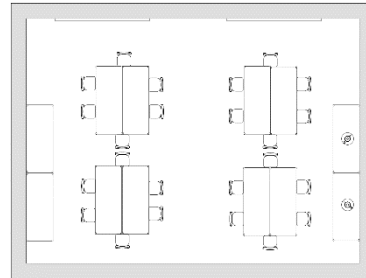
Room layout options

Collaboration style

Tōtara/Kiwi

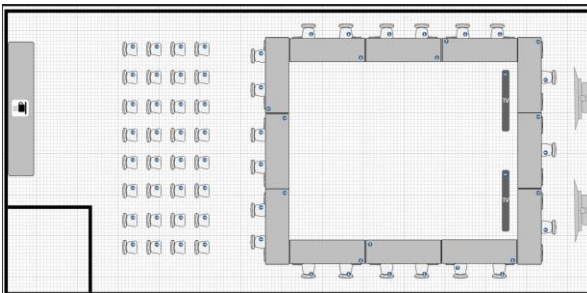


Miro/Kererū

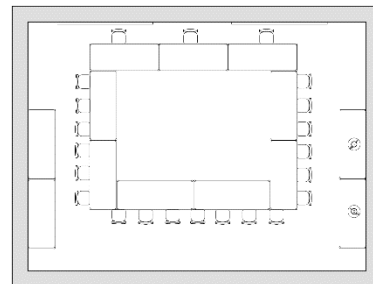


Meeting style

Tōtara/Kiwi

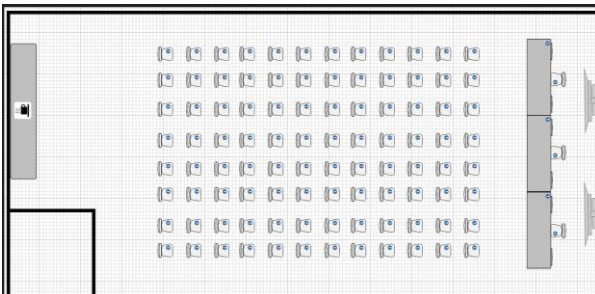


Miro/Kererū

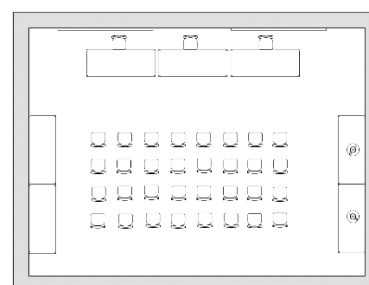


Guest speaker/conference style

Tōtara/Kiwi

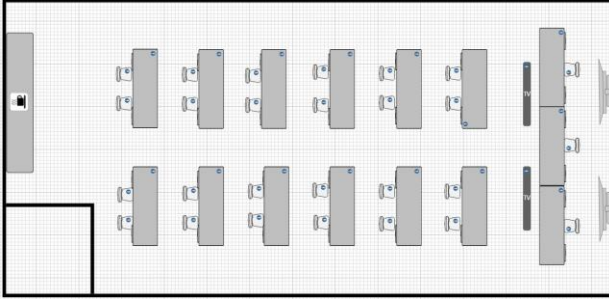


Miro/Kererū



Classroom/Learning Style

Tōtara/Kiwi



Miro/Kererū

