

## Terms and Conditions

### Morwell Innovation Centre (Facility Hire)

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**PLEASE REMEMBER TO USE THE QR CODES PROVIDED AND STAY UPDATED WITH THE STATE GOVERNMENT GUIDELINES FOR SOCIAL DISTANCING**

Dear Guest,

Thankyou for booking your meeting online. The Morwell Innovation Centre is designed to be a space to foster relationships between business, education, government, and community to help facilitate economic growth across Gippsland through innovation and entrepreneurship.

Our facilities are used by local stakeholders and tenants and are available for hire.

The Morwell Innovation Centre does not provide catering, but we are more than happy to recommend local caterers for your meeting.

The operating business hours for the Morwell Innovation Centre are from 8:30am to 5:00pm Monday to Friday but if you would like to hold a meeting or event outside of business hours, please contact us directly through [micbookings@federation.edu.au](mailto:micbookings@federation.edu.au).

The kitchen in the Morwell Innovation Centre are common spaces and are also used by tenants or other guests to the centre. Any catering or equipment that you bring should be clearly labelled.

We do have available plates, glasses, cups, cutlery, and water jugs that you are welcome to use.

We do have tea and instant coffee available free of charge but if you would like to use the Nespresso coffee machine, we do charge \$2 per person. The coffee machine will be set up on request at the start of your meeting and instructions are available in the kitchen.

The Morwell Innovation Centre has instant hot and cold water available via the tap in the kitchen.

If you require AV equipment or would like to set up a Teams meeting you will need to let us know in advance. An instruction guide is in each room on how to use the equipment.

#### **Teams Meetings**

Currently if you would like to host a hybrid meeting it needs to be a Teams meeting as the system works off a Microsoft based platform. The room will become the host and the meeting will be run via the control panel in the room. Your meeting coordinator will receive a Team Meeting invite link which can be sent to participants.

If you would like to present during a meeting, then you need to connect via the HDMI cable. If you have an Apple Mac or a device that does not have a HDMI portal, please ensure that you bring one with you.

We strongly recommend that you arrive at least 30 minutes prior to your meeting or event to ensure you are familiar with the technology.

### **Free Wi Fi Available**

Wi Fi is available via Fed Uni Guest Wi Fi. You need to connect through your internet access icon and once you hit connect you will then need to go into your internet browser to Accept the Terms and Conditions. You should then be connected. Some organisations have firewalls which may not allow you to connect. If you are unsure, we recommend you check with your system administrator.

### **Car Parking**

Car Parking is very limited at the Morwell Innovation Centre and we only have two guest car park permits which can be picked up prior to your meeting or event from the reception area. The car park is Permit Only

**Parking is available behind Kernot Hall within the Hi-Tech Precinct.**

Please complete this form and return to [mic.bookings@federation.edu.au](mailto:mic.bookings@federation.edu.au)

The booking remains unconfirmed until this form is received.

Room (Please Select)	
Date of Event	
Title of Event	
Commencement Time	
Duration of Event	
Organisation	
Contact Name	
Email Address	
Contact Number	
Event Requirements: AV, Teams, Whiteboard	
Room Set Up (Conference Room Only)	
Number of Attendees	
Tea or Coffee Required	
Comments:	

If you have any further queries, please email [micbookings@federation.edu.au](mailto:micbookings@federation.edu.au).