



Last updated 6 October 2022

## **CCAMLR-41**

# **Practical Guide to attending a meeting at CCAMLR Headquarters**

Welcome to the Headquarters of the CCAMLR Secretariat. This information sheet has been prepared to help meeting participants find their way around the premises.

### **Meeting rooms**

There are two meeting rooms on the ground floor – the Convention Room where the Scientific Committee and Commission meetings are held, and the Wombat Room where working groups and subcommittees meet.

Another meeting room is located in the basement (SCAF Meeting Room). The stairs to the SCAF Meeting Room are located each side of the Wombat Room.

In addition to the SCAF Room, the Secretariat has designated another two basement rooms for meetings (Meeting rooms 1 and 2). These and the SCAF Room will be bookable for delegation/multilateral meetings.

The Secretariat has designated two additional rooms as bookable meeting rooms, Meeting Room 3 on the ground floor and Meeting room 4 on the first floor. The Boardroom, Map Room and Kraken Room are reserved for the use of Committee Chairs.

Meeting rooms may be booked at reception.

### **Audience rooms**

All areas marked ‘audience’ in the basement may be used by delegates to listen to proceedings in the Wombat and Convention rooms unless the area is in a meeting room that has been booked for a meeting.

Delegates must supply their own laptops and headsets for this purpose. Ear bud headsets may be purchased at Reception.

Unless formal sessions extend later in the evening, access the building will be between 0800 and 1830 each day, and audience rooms will be available between 0830 and 1730.

## Refreshments

To the right of the foyer on the ground floor is the Chapel where refreshments will be available during morning and afternoon tea breaks. Refreshments are concurrently available in car park marquee. There is a water fountain in the ground floor hallway and in the Chapel to fill water bottles.

## Reception

For all general inquiries, please contact Amelia in the Reception office beside the foyer. Reception will offer limited document services for official purposes, including photocopying, printing and typing as circumstances permit.

## First Aid

There are four qualified first aid providers in the building, see Reception for assistant in the first instance.

There is also a defibrillator available at Reception.

## Emergency Evacuation Procedures

In case of an emergency evacuation of the premises, please follow the instructions of designated CCAMLR staff members who will be identifiable by their hard hats and/or high-visibility vests.

For your information, there are Emergency Evacuation Plans positioned around the building.

Please do not leave the building via the rear SCAF Room doors or via the basement car park exit (except as directed in an emergency). These doors are alarmed.

## IT and Internet

An IT support helpdesk is available at Reception. IT staff are available to service technical requests in the meeting rooms and at Reception. Several help topics are available in the [support forum](#).

Internet access is available via a wireless (wifi) network. Sufficient privileges are required on your electronic device(s) to connect to, and save, a wireless profile. Assistance is available from IT at the help desk.

## Security

Delegates **must** wear their Security/ID cards at all times while in the building. Secretariat staff may ask you to produce your ID card if not clearly visible.

Secretariat staff may be identified by the red background and lanyards on their ID cards.

With the exception of Meeting room 4, the upper floor of the building is for CCAMLR staff use only and delegates should not enter this area unless Reception has been notified and accompanied by a staff member.

If there are any security-related problems while inside the Headquarters building, please contact Reception in the first instance who will then contact the appropriate authorities.

## **Car parking**

Please note that there is no car parking available on the Headquarters site. Public parking is available daily at the Market Place Car Park (3–4 Market Place) which is open 24 hours, and the Village Cinema Car Park (179–181 Collins Street) which is open daily from 0645 h to 2400 h. There are other parking stations nearby with shorter opening hours. The Secretariat will provide further details if required.

## **Smoking**

Please note that the CCAMLR Headquarters is a smoke-free building and smoking is not permitted outside within three metres of any entrance. The basement car park is also a smoke-free area. Ashtrays will be placed in the car park.

## **Telephones**

A telephone is available at Reception for local calls.

## **Toilets**

The main toilets are located beside the Wombat Room and to the rear of the Convention Room. Additional unisex toilets, including one for persons with disabilities, and one with baby changing facilities, are located off the corridor leading to the Convention Room.

## **Weather**

Check out [weather updates and forecasts](#) for Hobart and other regions of Tasmania.

## **Currency**

Local currency is the Australian Dollar (AUD). Current exchange rates can be found at [Reserve Bank of Australia](#). Most banks and major hotels in Hobart can exchange foreign currency for Australian dollars. Automatic teller machines (ATM) can be found throughout the city and in shopping centres.

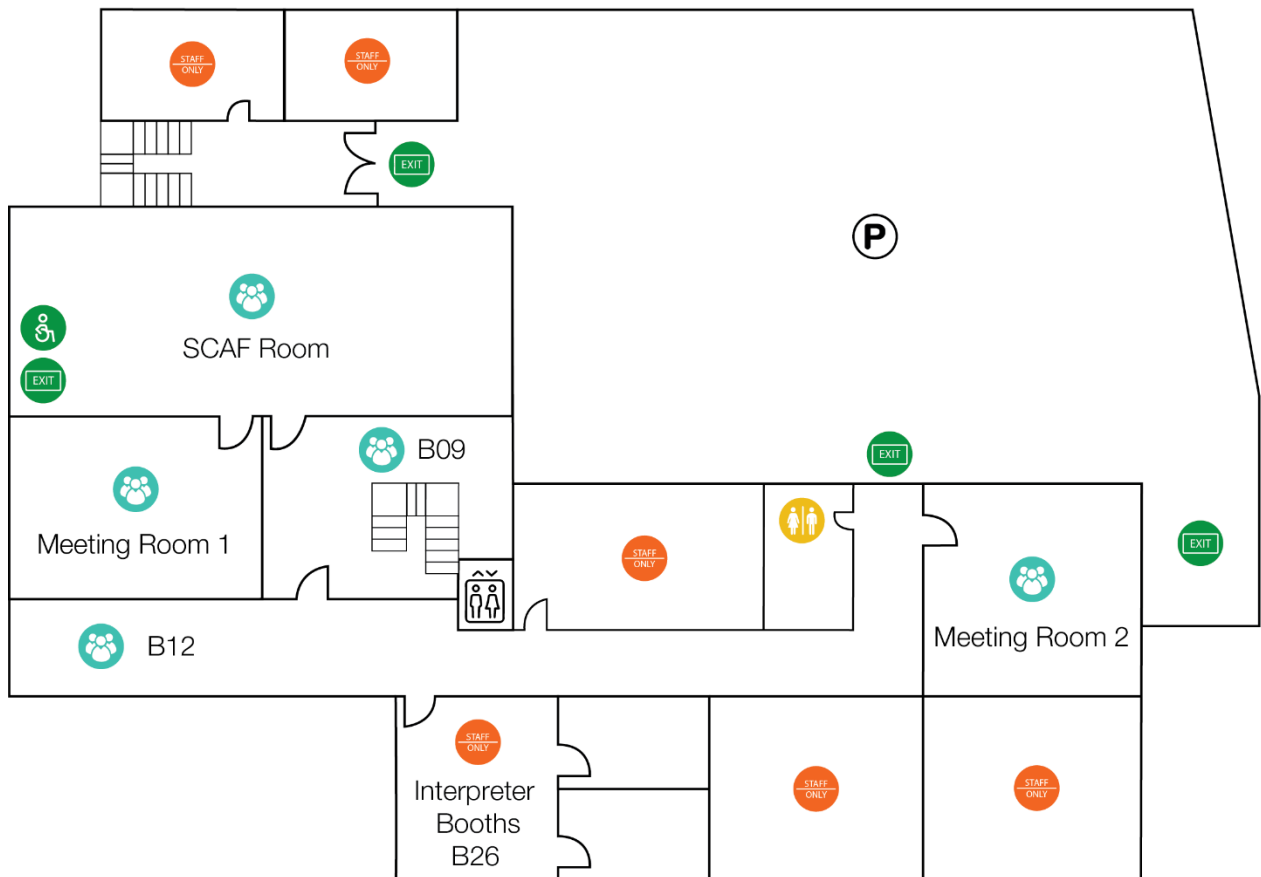
# Electricity

Electricity in Australia is 240volt/50Hz and a three-flat-pin plug is used. For people travelling with laptops and other electrical equipment, adapters are readily available for purchase.



# MAP OF FACILITIES

## BASEMENT



Emergency Exit



Audience



Toilets



Elevator



Accessible Exit



Staff Only Area



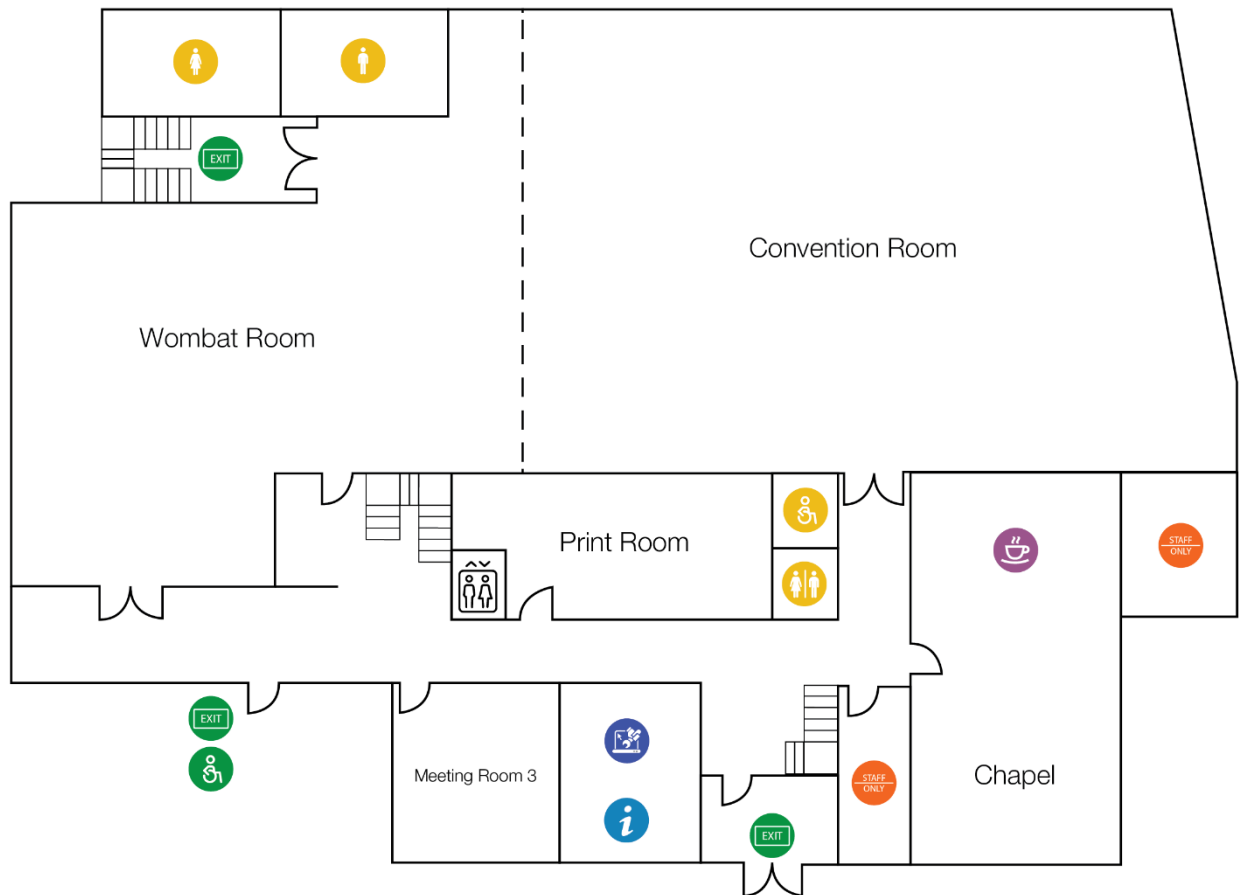
Disabled Toilet



Parking

# MAP OF FACILITIES

## GROUND FLOOR



Emergency Exit



IT Support



Tea/Coffee



Toilets



Elevator



Accessible Exit



Information/Reception



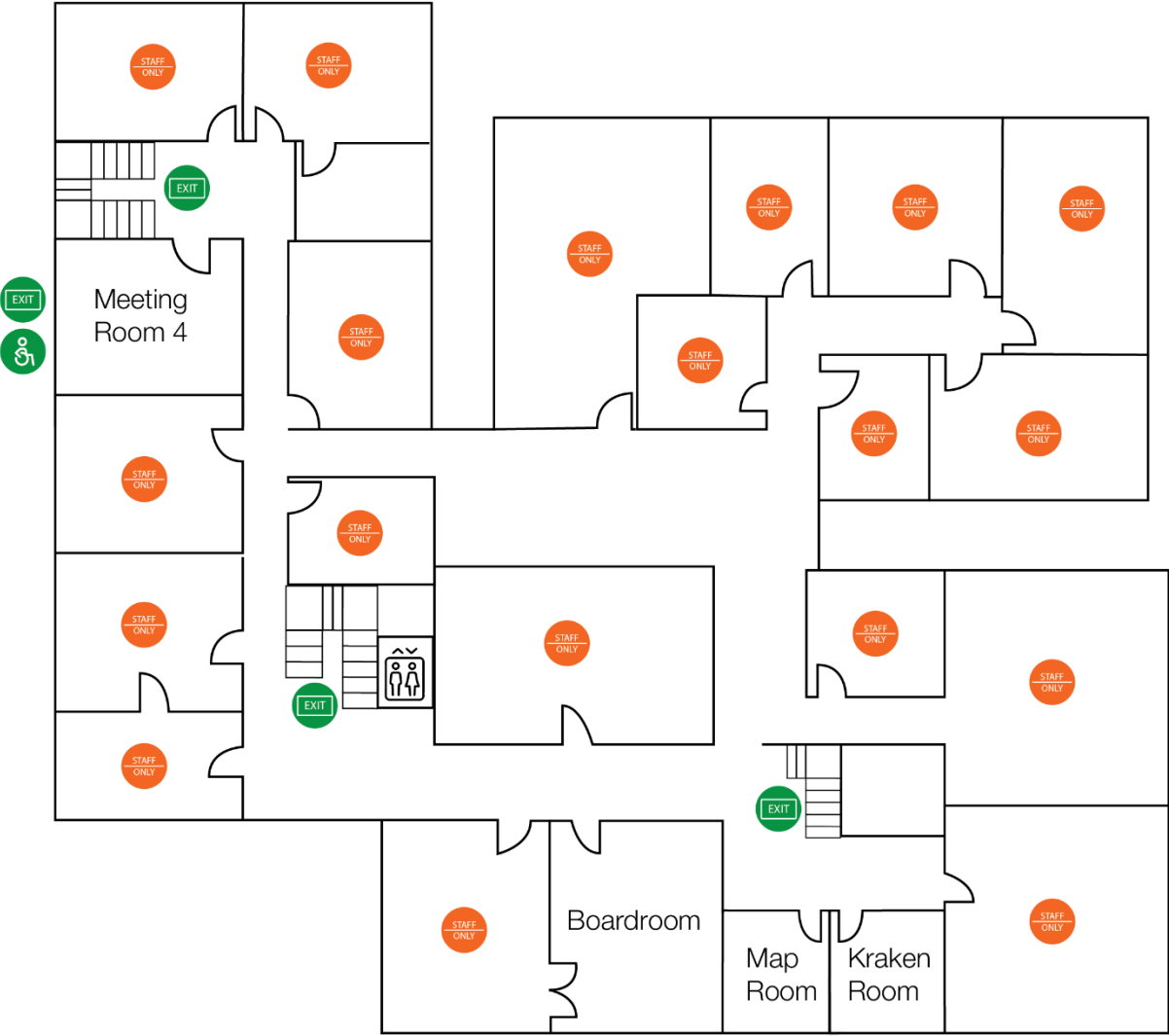
Staff Only Area



Disabled Toilet

# MAP OF FACILITIES

## FIRST FLOOR



Emergency  
Exit



Accessible  
Exit



Staff Only  
Area



Elevator