



AMC  
Training  
Centre

# ROOM HIRE PRICING & INCLUSIONS

## EASY TO FIND

- **Close to Government departments**
  - Department of Social Services
  - Department of Health
  - IP Australia
  - Department of Veterans Affairs
  - Department of Families, community services and indigenous Affairs
- **Located near Woden Bus interchange**
- **Opposite Woden Library**
- **Easy and accessible parking**

10 Corinna street, Phillip ACT 2606





Our training centre has been purpose built in a central location with easy building access and plenty of parking in the area. Having hired venues for our own courses for the past 10 years, we have brought the best of the best together for you and your trainers to ensure your needs are totally catered for.

Upon arrival at AMC Training Centre you and your attendees will be greeted by our friendly staff and offered coffee/ tea until ready to commence your event/ course in our training room.

Our training centre is open from 8:30am to 5.00pm each weekday (out of hours access can be arranged, but a surcharge may apply).





## The Computer Hub – Computer room & Blue training room

AMC Training Centre accommodates two training rooms one of which can have computers and desks completely removed if required for seminar style or networking event.

The computer hub training room is set up with 12 Dell Wyse 3040 computers with intel Atom X5 processors and 24" flat screen monitors, the trainer's computer with linked projection equipment. An additional 4 computers can be added to this training room.

The Blue training room contains 4 computers and one trainers computer linked to 49" LCD television. Computers come standard with MS office 2010, 2013, 2016 and 365 installed and available at no additional cost. Any other files or programs can be added to digital environment by our IT Team.

Please contact us to discuss any software or tools you need installed outside of a standard operating environment.





## Inclusions

All bookings include tea and coffee upon arrival, a light morning and afternoon tea all as part of our quality venue and facilities.

### The computer hub

The room has natural light and is set up and equipped for your specific layout and needs. New and separate reverse cycle air conditioning feeds the room with quality ergonomic desks and chairs for your use. Can set up to 36 attendees without desks/computers and up to 16 attendees with desks/computers.

### The blue training room

The room has natural light and is set up and equipped for your specific layout and needs. The 49" LCD has Apple TV capability along with quality ergonomic desks and chairs for your use. Seats 4 attendees with computers and 1 trainers' computer.

### Support services

Our administration and IT staff are available to support your needs. Simply let us know your requirements and we will do our utmost to meet your needs, we request a minimum of seven business days' notice for all IT requirements. Anything outside this timeline, may attract additional fees.

### Catering

Our kitchen area is set up with a large variety of teas and Nespresso coffee machine, which is accessible throughout the day. A light morning and afternoon tea are provided complimentary with your training. Chilled water and lollies are provided throughout the day (on tables where appropriate). Consideration has always been given to maintaining the appropriate health standards in the presentation of foods and drinks. Special dietary requirements will be catered for upon request.

You are offered the choice of having lunch off-site vouchers at nearby eateries. Lunch vouchers to the value of \$16.50 (GST Inc.) per person. However, we are happy to arrange any level of catering you require. Special dietary requests can be addressed if sufficient notice is provided. We are more than happy to cater to your special needs.



## Parking

Our training centre is within easy walking distance to Woden shopping centre and bus interchange. There is plenty of parking in the area and if you prefer to catch a bus, the Woden bus interchange is no more than a few minutes on foot through the Woden Town centre directly across the road. Please refer to the enclosed map for our location and nearby parking areas.

## Equipment

The room is already equipped with the latest technology. Each student is provided with an individual Dell Wyse 3040 computer with an intel Atom X5 processor and a 24" Dell flat screen monitor.

## Internet connection

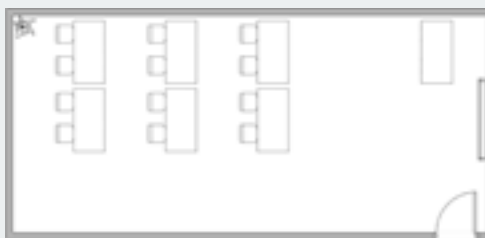
High speed internet connection is included with unlimited download. Our service is backed by TPG commercial grade serviceability



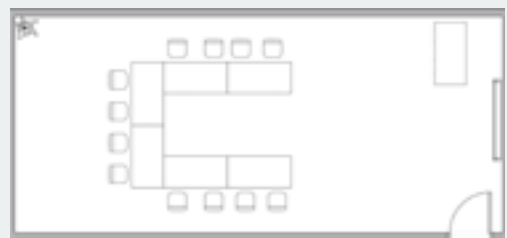
## Seminar & Presentation Room Layout

Our computer hub can be reconfigured to suit a number of layouts or if you don't need our high-tech computers for your training they can be removed.

**Standard Layout 12 seats**



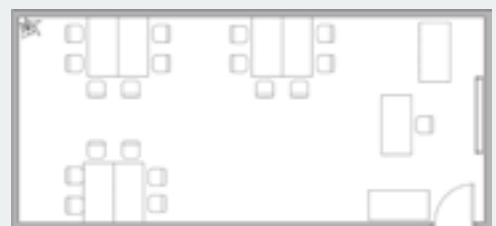
**U shape style = 12 seats**



**Theatre style = 36 seats**



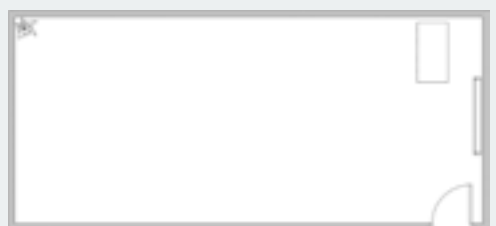
**3 x 6 style = 18 seats**



**3 x 8 Style = 24 seats**



**Design your layout**





## Reminder service (fee applied)

Do you want to remind your attendees of the location, time and the importance of their attendance at your upcoming training course?  
(no excuse for not turning up!)

Attendees can receive an email reminder of your course, our location and start time. Simply provide us with a list of attendees' email addresses for this service and we will send them an email three days before the function.

**Note:** This service is intended as a reminder, not to replace your own usual attendee confirmations.

## Networking Service

Do you need an opportunity for networking before or after your event?

We have a spacious foyer with great natural light and modern interior decorating, perfect for such an occasion. Most of our clients enjoy canapes during this time, however, we are happy to arrange any level of catering you require.





Serving the region  
for over 25 years



AMC Training  
Centre

*Training is just the beginning  
of the experience!*

**AMC Training Centre Pty Ltd**

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