

NOVOTEL
HOTELS & RESORTS

MELBOURNE
ON COLLINS

INBALANCE MEETINGS
AT NOVOTEL





DESTINATION AND OVERVIEW

Melbourne, VIC

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DESTINATION AND OVERVIEW

DESTINATION MELBOURNE

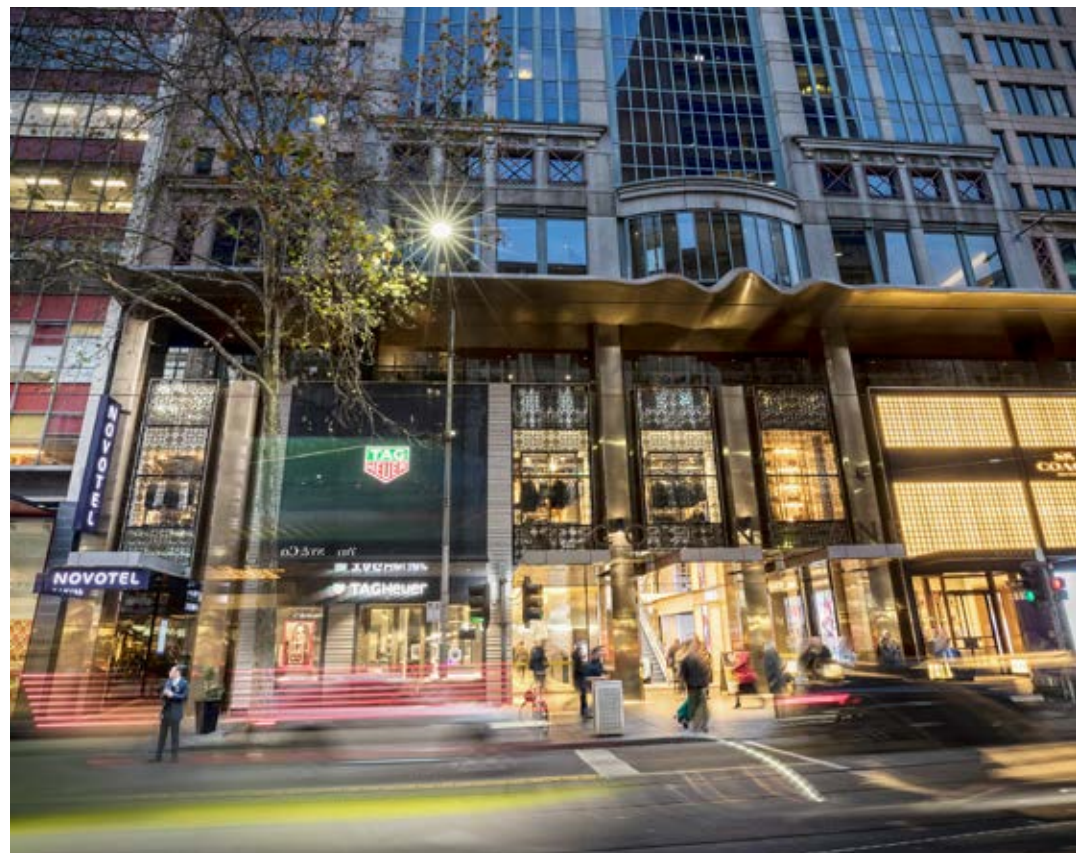
Situated in the heart of Melbourne, find yourself immersed among the laneways and culture that defines our city. Novotel Melbourne on Collins is conveniently located within walking distance to Melbourne's premier shopping district, entertainment precinct and iconic landmarks.

St. Collins Lane combines high end fashion with Melbourne's unique food culture. Located below the hotel, our guests are spoiled with access to the centre from the hotel lobby via a grand spiral staircase.

Experience the true essence of Melbourne with us at Novotel Melbourne on Collins.

WHAT SETS US APART?

- 1 Novotel Melbourne on Collins features 380 guest rooms, 8 flexible function rooms, restaurant, bar, indoor heated swimming pool and gymnasium – making us the event destination located in the heart of Melbourne, with everything Melbourne has to offer on our doorstep.
- 2 With a well established and globally recognised loyalty program, Le Club Meeting Planner members are rewarded with benefits that can be redeemed within the hotel or enjoyed at a later date.
- 3 Designed for enhanced engagement, InBalance Meetings aims to ensure productivity, creative thinking and inspiration in the event space. At Novotel Melbourne on Collins, we strive to take care of the body & mind of each participant with energising & uplifting event experiences and delicious & nutritious catering.



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DESTINATION AND OVERVIEW

270 Collins Street
Melbourne VIC 3000
AUSTRALIA
Tel: +61 3 9668 8650
Email: h1587-SB2@accor.com



HOW TO GET HERE

By Air

Melbourne Domestic and International airports are located 23kms from Novotel Melbourne on Collins.

By Public Transport

Located in the heart of Melbourne's CBD and within the free tram zone, the hotel is surrounded by a network of tram routes with bus and train stations within walking distance.

Parking

Valet car parking is available at a cost for in house accommodation guests and is subject to availability. Alternatively, there are multiple short term parking facilities located within walking distance to the hotel. Prices vary depending on parking duration and time of day.

VENUE AND MEETING SPACE

Hotel Snapshot

Novotel Melbourne on Collins features 380 guest rooms, 8 flexible function rooms, restaurant, bar, an indoor swimming pool and gymnasium – making us *the* event destination.

Room Categories

Standard Queen Rooms
Standard Twin Rooms
Deluxe King Rooms
Deluxe Twin Rooms
Deluxe Spa Rooms
Junior Suites
Family Suites

Guest Services

Valet car parking
Currency exchange
Laundry and dry cleaning facilities
Concierge and porter service
24 hour reception
Express checkout

Food and Beverage

Lane Restaurant
Lane Bar
24 hour In-Room Dining

Leisure Facilities

InBalance Fitness Centre equipped with a gymnasium and indoor heated swimming pool & spa

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CONFERENCE FLOOR PLANS



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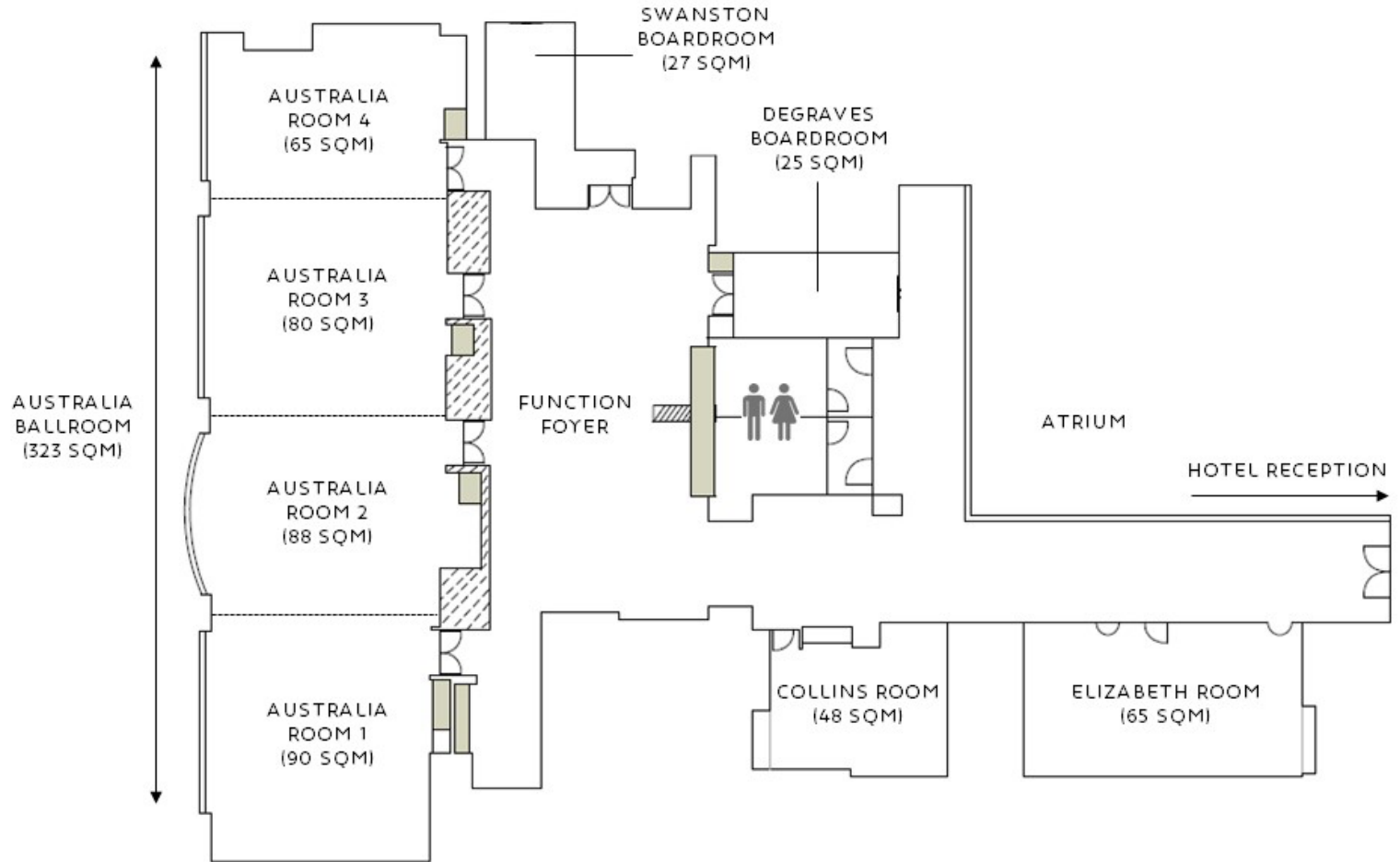
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FLOOR PLANS

LEVEL 3 - Conference Floor Plan



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CAPACITY

CONFERENCE ROOM CAPACITIES



| Room Name | Height | Area(m ²) | Theatre | Boardroom | Classroom | Banquet | Caberet | U-Shape | Cocktail |
|--------------------------|--------|-----------------------|---------|-----------|-----------|---------|---------|---------|----------|
| Australia Ballroom | 2.9 | 323 | 400 | - | 210 | 230 | 176 | - | 450 |
| Australia Room 1 + 2 + 3 | 2.9 | 258 | 320 | - | 180 | 180 | 144 | - | 340 |
| Australia Room 2 + 3 + 4 | 2.9 | 233 | 280 | - | 150 | 180 | 120 | - | 300 |
| Australia Room 1 + 2 | 2.9 | 178 | 220 | - | 120 | 120 | 96 | - | 240 |
| Australia Room 2 + 3 | 2.9 | 168 | 200 | - | 120 | 100 | 88 | - | 220 |
| Australia Room 3 + 4 | 2.9 | 145 | 180 | - | 90 | 90 | 80 | - | 200 |
| Australia Room 1 | 2.9 | 90 | 120 | 30 | 60 | 60 | 48 | 30 | 110 |
| Australia Room 2 | 2.9 | 88 | 100 | 30 | 60 | 50 | 40 | 30 | 100 |
| Australia Room 3 | 2.9 | 80 | 100 | 30 | 60 | 50 | 40 | 30 | 100 |
| Australia Room 4 | 2.9 | 65 | 70 | 25 | 30 | 40 | 32 | 22 | 70 |
| Elizabeth Room | 2.9 | 65 | 62 | 30 | 30 | 40 | 32 | 30 | 70 |
| Collins Room | 2.9 | 48 | 40 | 18 | 24 | 30 | 24 | 20 | 50 |
| Degraves Boardroom | 2.9 | 25 | 15 | 12 | - | - | - | - | - |
| Swanston Boardroom | 2.9 | 27 | - | 8 | - | - | - | - | - |

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PACKAGE OPTIONS

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CONFERENCE PACKAGES

DAY DELEGATE PACKAGE

Full and half day packages available
Minimum numbers may apply

INCLUSIONS IN YOUR FULL DAY CONFERENCE PACKAGE

ROOM HIRE*

- Room set up, notepads and pens, iced water and mints

CATERING

- Continuous Nespresso coffee and a selection of flavoured and herbal teas
- Morning Tea
- Lunch – hot buffet lunch served in Lane Restaurant or working lunch in the Conference Foyer
- Afternoon Tea

AUDIO VISUAL

- Data projector & screen (minimum numbers apply), whiteboard and flipchart

INTERNET

- Complimentary wireless internet access (1 connection per person)

*All package prices based on a minimum spend per day. Should final numbers fall below the minimum spend supplied in your tailored proposal, a daily room hire fee will be incurred.

** Please note data speed is 512kb with no download cap. Any requirements for increased speeds (e.g. web streaming or video downloads) can be organised separately from this offer.



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BREAKFAST



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BREAKFAST

CONTINENTAL BREAKFAST

- Assorted breakfast pastries [V]
- InBalance Bircher muesli [V]
- Deli yoghurt with berry coulis & cranberry granola
- Breakfast smoothie shot [GF, V]
- Sliced seasonal fruit platter [GF, V]
- Nespresso coffee with a selection of flavoured and herbal teas
- Selection of breakfast juices

QUICK START BREAKFAST

- Assorted breakfast pastries [V]
- Mini butter croissants with seasonal spread [V]
- Mini bagel with wood smoked bacon & avocado
- Deli yoghurt with berry coulis & cranberry granola
- InBalance Bircher muesli [V]
- Breakfast smoothie shot [GF, V]
- Sliced seasonal fruit platter [GF, V]
- Nespresso coffee with a selection of flavoured and herbal teas
- Selection of breakfast juices



PLATED BREAKFAST

Please select two of the following plated options, to be served alternate drop;

- Scrambled eggs served on sourdough batard with wood smoked bacon, chicken & thyme chipolatas, grilled tomato and hash browns
- Poached eggs served on a baked Vienna batard with roasted truss tomatoes, wilted spinach, field mushroom and hash browns
- Tasmanian smoked salmon with roasted truss tomatoes, wilted spinach, field mushroom and wild rocket & feta salad [GF]
- Chilli scrambled eggs served on Turkish bread with bacon rashers, smoked Kransky chipolata, grilled tomatoes and hash browns
- Poached eggs served on toasted English muffins served with hollandaise sauce, bacon rashers, chicken & thyme chipolatas and grilled tomato [V]
- Ricotta hotcakes with maple syrup, dried sour cherries, bananas, strawberries, seeds and nuts
- Scrambled eggs served on a baked croissant with field mushroom, roasted truss tomatoes, asparagus spears and hash browns

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BREAKFAST

FULL BUFFET BREAKFAST

Cold

- Assorted breakfast pastries [V]
- InBalance Bircher muesli [V]
- Deli yoghurt with berry coulis & cranberry granola
- Sliced seasonal fruit platter [GF, VE]

Hot

- Scrambled eggs
- Wood smoked bacon
- Chicken & thyme chipolatas
- Grilled tomato
- Sautéed mushrooms
- Golden hash browns
- Selection of breads with preserves

Beverage

- Espresso coffee and a selection of flavoured and herbal teas
- Selection of breakfast juices



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LUNCH



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LUNCH

LIGHT LUNCH

- Fresh gourmet roll with a deli style filling
- Chef's selection of a wrap or rice paper roll
- Chef's selection of 1 salad
- Chef's selection of 1 hot item
- Sliced seasonal fruit platter
- Selection of fruit juice
- Nespresso coffee with a selection of flavoured and herbal teas

WORKING LUNCH

- Fresh gourmet roll with a deli style filling
- Chef's selection of a wrap or rice paper roll
- Chef's selection of 2 salads
- Chef's selection of 2 hot items
- Sliced seasonal fruit platter
- Selection of fruit juice
- Nespresso coffee with a selection of flavoured and herbal teas

BUFFET LUNCH

- Soup of the Day served with freshly baked bread rolls
- Chef's selection of 3 salads
- Chef's selection of 4 hot buffet items
- Sliced seasonal fruit platter
- Selection of fruit juice
- Nespresso coffee with a selection of flavoured and herbal teas



SAMPLE MENU

To Start

- Soup of the Day served with freshly baked bread rolls

Salads

- Salad as you like it – create your own salad
- Chipotle Waldorf salad with apples, grapes, walnuts, witlof & celery [GF, VE]
- Roasted sweet potato salad with goats cheese, sun dried tomato & baby spinach [GF, V]

Hot Dishes

- Roasted Black Angus beef striploin with grain mustard jus [GF]
- Mexican spiced salmon with black bean & salsa Fresca [GF]
- Roasted potatoes with caperberries, spinach & lemon [GF, VE]
- Roasted root vegetables with coriander seeds, garlic & thyme [GF, VE]

To Finish

- Sliced seasonal fruit platter [GF, VE]

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BREAKS

COFFEE BREAKS

- Nespresso coffee
- Selection of herbal tea

UPGRADE YOUR COFFEE BREAK

Would you like to offer your guests a truly Melbourne experience? We offer day use of our Coffee Cart at a minimal cost, which includes a barista to make unlimited coffees to order for the group.

HEALTHY

- Fruit salad cups with almond coconut goji crunch [GF, VE]
- InBalance apple & cinnamon Bircher muesli [V]
- Fruit skewers with maple yoghurt [GF, V]
- Mango coconut chia smoothie shot [GF, VE]
- Blueberry almond smoothie shot [GF, VE]
- Fresh whole fruit [GF, VE]
- Fruit compote layered with honey infused yoghurt [GF, V]



SWEET

- Dark chocolate mousse [GF, V]
- Flourless salted caramel brownie [GF, V]
- Lamington bites [V]
- Assorted friands [GF, V]
- Mini bite size cookies [V]
- Rocky road slice [GF, V]

SAVOURY

- Roasted cashew nut & sweet potato empanadas [VE]
- Mild spiced pumpkin & chickpea rolls [GF, V]
- Portuguese chorizo tartlet
- Turkish pide with spinach, onion & feta [V]
- Potato, corn & manchego cheese croquettes with aioli [V]
- Mini artisan savoury muffins [V]
- Spinach & mushroom quiche [V]

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BUFFET DINNER

SOUP

- Soup of the day served with an assortment of gourmet loaves and rolls

COLD

- Charcuterie platter
- Tasmanian smoked salmon platter with condiments
- Salad as you like it – make your own salad
- Chef's selection of 2 salads

HOT

- Chef's selection of 6 hot buffet items

DESSERT

- Assorted petit fours & mini tartlets
- Sliced seasonal fruit platter
- Cheese platter with crackers, Lavosh, quince paste & dried fruit



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PLATED MENU

Select either a two or three course menu. All menus are alternate serve.

ENTREE

- Chipotle spiced chicken salad with avocado, crushed peanuts, paw paw & salsa Roja [GF]
- Ponzu pear & ginger cured trout with a maple crumb, green apple, coconut & shiso [GF]
- Tiger prawn with remoulade sauce, citrus gastrique & cucumber cantaloupe salad [GF]
- Maple glazed pumpkin with wild rocket, witlof, candied walnuts & cider vinaigrette [GF, VE]
- Miso braised Goulburn Valley pork belly with celery root, carrot puree & calvados jus [GF]
- Red-braised beef short ribs with crispy leeks, sesame & house-made Kimchi [GF]
- Seared duck breast with puffed wild rice, sour cherry, hazelnuts & orange sauce [GF]
- Spinach, basil & ricotta cannelloni with tomato soffrito sauce & micro herbs [V]
- Butternut pumpkin ravioli with toasted pine nuts, asparagus, baby spinach & white wine cream sauce [V]
- Buffalo ricotta gnocchi with king brown mushroom, asparagus spears, burnt butter sage & walnuts [V]



MAIN

- Chargrilled grass fed beef tenderloin with potato gratin, burnt garlic puree, baby vegetables, chervil & red wine jus [GF]
- East Gippsland grass fed beef tenderloin with potato fondant, shallot compote, roasted heirloom carrots, chimichurri & red wine jus [GF]
- Hunter Valley free range chicken breast with parsnip puree, caraway pilaf rice & eggplant chilli pickle [GF]
- Lemon & thyme chicken breast with burnt butter potato, broccolini, confit tomato & grain mustard jus [GF]
- Goulburn Valley maple mustard pork belly with potato puree, compressed apples & hazelnut sauce [GF]
- Mt. Leura chargrilled lamb rump with roasted pumpkin puree, toasted buckwheat, sautéed kale & baby carrots [GF]
- Tasmanian salmon fillets with horseradish celeriac puree, almond quinoa, asparagus & fried capers [GF]
- Macadamia crusted barramundi fillets with roasted kipfler potato, broccolini, sauce verge & kumara crisps [GF]
- Carnaroli sweetcorn risotto with sautéed baby leeks, tomato verjuice butter sauce & micro herbs [GF, V]
- Phanaeng style Thai yellow curry with eggplant, roasted pumpkin & chat potato on jasmine rice [GF, VE]

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PLATED MENU

DESSERT

- Frangelico crème brûlée with toffee cream & almond biscotti [GF]
- Tonka bean dark chocolate tart with kraken spiced rum & blood orange
- White chocolate pannacotta with raspberry, pistachios & rose water [GF]
- Warm spiced date pudding with salted caramel anglaise & vanilla bean ice cream
- Dark chocolate marquise with berry sorbet, coconut marshmallow & cherry sauce [GF]
- Spiced poached pears with honeycomb ice cream, calvados caramel, toasted fruit & nuts [GF]
- Hazelnut feuilletine cheesecake with white chocolate crumbs, coffee puree & strawberry gel
- Matcha chiffon cake with vanilla buttercream, burnt honey & chocolate rocks
- Vanilla, blueberry & chia seed pudding with seasonal berries [GF, VE]

ADDITIONAL SIDE OPTIONS

Charged per table of 10 people

- Twice cooked hand cut chips with rosemary & sea salt [VE]
- Steamed seasonal vegetables with lemon olive oil [GF, VE]
- Sautéed kale with roasted sweet potato & cashew nuts [GF, VE]
- Roasted cauliflower with almonds & raisins [GF, VE]
- Mixed green salad with sherry vinaigrette [GF, VE]



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PLATTER MENU

All platters are designed to share and are ideal for approximately 10 people

ANTI PASTO

- Chargrilled eggplant, capsicum, artichokes, sun dried tomatoes & selection of gourmet dips served with Turkish bread, sourdough baguette & grissini sticks

CHARCUTERIE

- Air dried sliced prosciutto, mild flat sopressa salami & air dried bresaola served with pickles, marinated olives, grissini sticks & sourdough baguette

CHEESE BOARD

- Aged Cheddar, double cream washed rind & blue vein served with Lavosh, crackers, dried fruit & quince paste

CRUDITIÉS

- Batons of cucumber, carrot & celery, bell peppers, marinated olives & a selection of gourmet dips served with grissini sticks

DESSERT

- Selection of gourmet cakes, chocolate truffles, petit fours & macarons

FRUIT

- Selection of freshly sliced seasonal fruit with fresh berries



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CANAPÉS

COLD CANAPÉS

- Oysters with Yuzu mignonette & shiso [GF]
- Prawn cocktail with avocado & chipotle aioli [GF]
- Assorted sushi nori rolls with pickled ginger & wasabi [GF]
- Cherry tomato, bocconcini & micro basil on a puff pastry crisp [V]
- Sesame seared tuna with citrus gastrique, cucumber & cilantro [GF]
- Compressed pear & prosciutto with honey ricotta & chervil
- Roasted rare beef with horseradish crème fraiche & sorrel
- Smoked salmon rosette with dill mascarpone & witlof [GF]
- Pomegranate & beetroot tartlet with goat's cheese & walnuts [V]
- Vietnamese rice paper rolls with dipping sauce [GF, VE]

HOT CANAPÉS

- Tomato mascarpone arancini balls with aioli [V]
- Braised salt bush lamb with bush tomato [GF]
- Prawn & ginger dumplings with chilli oil
- Malaysian satay chicken with peanut sauce [GF]
- Peking duck & green apple wonton with sweet chilli
- Pork belly with Espelette pepper, vegetable slaw and sriracha mayonnaise [GF]
- Mediterranean falafels with lemon tahini [GF, VE]
- Mushroom & vegetable Siu Mai with soy sauce [V]
- Grilled tiger prawn skewers with chimichurri [GF]
- Mini beef wellingtons with tomato chutney



DESSERT CANAPÉS

- Rose poached pears with calvados caramel & candied walnuts [GF, VE]
- Blood orange chocolate tart with vanilla mascarpone [V]
- Assorted macarons with seasonal berries [GF, V]
- Chocolate truffles with macerated fruit [V]
- Assorted petit fours [V]

SUBSTANTIAL CANAPÉS

- Greek style slow cooked lamb with lemon, olives & kipfler potato [GF]
- Roasted salmon fillet with quinoa & cider vinaigrette [GF, DF]
- Mixed bean cassoulet with grilled Provencal vegetable [GF, VE]
- Mild spiced butter chicken masala with saffron rice [GF]
- Stir fried chilli cashew noodles with bean sprouts [V]

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BEVERAGE PACKAGES

Minimum 1 hour, maximum 5 hours

SOFT DRINK & JUICE

- Coca-Cola
- Lemonade
- Orange juice
- Apple juice
- Mineral water

CLASSIC

- Bancroft Bridge Sparkling Brut NV
- Bancroft Bridge Semillon Sauvignon Blanc
- Bancroft Bridge Shiraz Cabernet
- James Boags Premium
- James Boags Premium Light
- Soft drink
- Orange juice
- Mineral water



SILVER

- Deakin Estate Moscato
- Deakin Estate Sauvignon Blanc
- Deakin Estate Shiraz
- Heineken
- James Boags Premium
- James Boags Premium Light
- Soft drink
- Orange juice
- Mineral water

PREMIER

- Petit Cordon by Mumm
- Sticks Chardonnay
- Stick Pinot Noir
- Heineken
- James Boags Premium
- James Boags Light
- Five Seeds Apple Cider
- Soft drink
- Orange juice
- Mineral water

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HEALTH AND WELLBEING

PEAK PERFORMANCE MEETINGS & EVENTS

Novotel InBalance provides the ideal setting for a high performance health and wellbeing conference experience. Clients can choose to incorporate nutritional content, high energy time out activities and team building experiences to forge a greater connection and collaboration between meeting participants.



- Meditainment – a 25 minute interactive & guided meditation relaxation experience designed for delegate engagement optimisation and receptiveness
- Virtual 30 minute work-out routine from Novotel Wellness Ambassador, Sally Fitzgibbons
- Nutrition workshops with Michele Chevalley-Hedge, Novotel InBalance Meetings nutritionist
- Team building activities through BeChallenged, global experts in building team trust and cohesion

* Additional charges apply

Novotel Wellness Ambassador Sally Fitzgibbons



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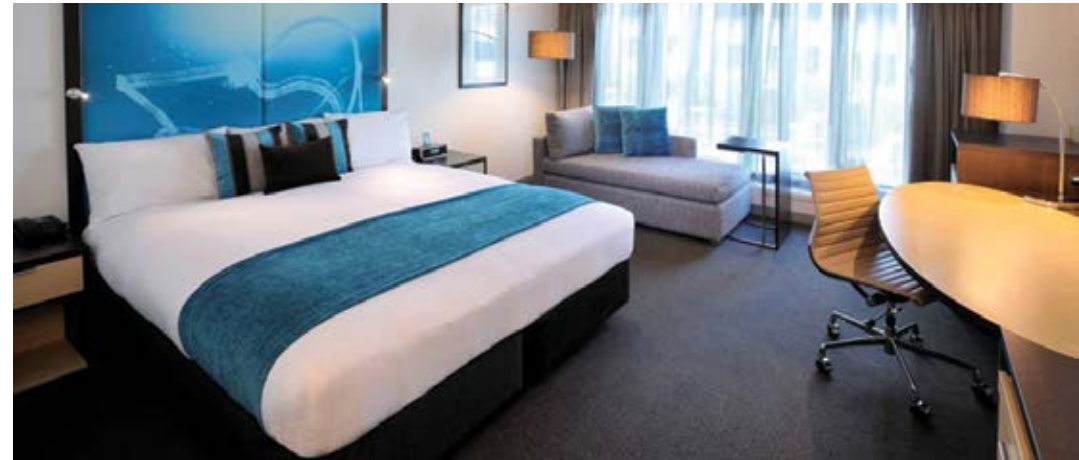
YOUR MEETINGS & EVENTS HOME AWAY FROM HOME

Spacious and light-filled, Novotel Melbourne on Collins offers a choice of 380 guest rooms with views overlooking Collins Street or the St. Collins Lane atrium.

Standard room with one queen or two single beds

Deluxe Rooms featuring either one king size bed or two double beds

Junior Suites with large open plan living, a king size bed, double sofa bed and Nespresso coffee machine



ROOM FEATURES

- Complimentary wireless internet
- Large dedicated work space
- Mini-bar
- Tea and coffee facilities

All rooms are modernised with fresh décor, internet access, a large dedicated workspace and 40" LCD TV. With every modern convenience at your fingertips, you can relax knowing your delegates will have a wonderful night's sleep.

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A photograph of a street scene featuring a wall covered in graffiti. A white scooter is parked on a cobblestone street in front of the wall. The graffiti includes a large blue and pink character, a banner that says "NEXT DOOR", and various tags and drawings. A window in the background shows a brightly lit interior. A large, semi-transparent grey circle is overlaid on the left side of the image, containing the text "PREFERRED PARTNERS".

PREFERRED PARTNERS

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AUDIO VISUAL

AUDIO VISUAL DYNAMICS

Audio Visual Dynamics, our preferred on-site supplier, will work with you every step of the way to ensure your event is a complete success. With unparalleled knowledge of the fully integrated inbuilt AV systems and large onsite inventory, the technical support staff are guaranteed to provide impeccable service when delivering your audio visual requests.

Please contact our onsite AV manager for a full range of audio visual equipment.

Novotel Policy – If an external audio visual company is used, a staff member from Audio Visual Dynamics must be present for the duration of the event at a nominated hourly rate.



Onsite Manager Contact Details

Tel (+61) 3 9669 8629

Email novotelmelbourne@avdynamics.com.au

www.avdynamics.com.au

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TEAM BUILDING

Be Inspired with Be Challenged

Interactive team building events that turn individuals into collaborators and more effective team players. At Be Challenged we believe that teamwork, effective communication, planning and leadership are the foundations of an effective team! We aim to design team building activities, suited for any group size, that are tailored to the specific objectives of our clients, and in doing so ensure a positive and rewarding event that will have lasting benefits in the workplace. Whether it's an energiser / ice breaker, half day / full team building activity, a workshop or evening event.

It's all about making it work for you! What do you want your team to be?

- Breaking Down Barriers
- Focused on One Goal
- Purely Have Fun
- Building Relationships and Networking
- Rewarded and Entertained
- Energised Quickly
- Giving Back to the Community
- Taken Out of their Comfort Zone
- More Collaborative
- Better Problem Solvers



Popular Activity Choice

Beat The Box - Participants: 5 - 250 : **Time Frame:** 1 – 2 hrs

It all begins with a mysterious video message inviting the group to play a game. The different teams have only a pre-determined amount of time to crack a special code, which stops the countdown. To win the game, the code must be entered in to an electronic combination lock before the timer reaches zero. The only useful tools in the room are each team's locked aluminium box. The first step is to open the boxes. In the boxes, the teams discover 4 intriguing cases, themselves protected by strong combination locks, which contain codes and mysteries that have to be unravelled for the teams to progress. The pressure is intense and at times teams will doubt that they can be successful but just as in life, sport and business a cool head, logical approach and a belief in your own abilities will ensure success in all but the most hopeless of situations.

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