



MGSM
MACQUARIE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT

**MGSM
EXECUTIVE
CENTRES**

MGSM Executive Centre Macquarie Park

MEETING AND EVENTS PLANNING GUIDE



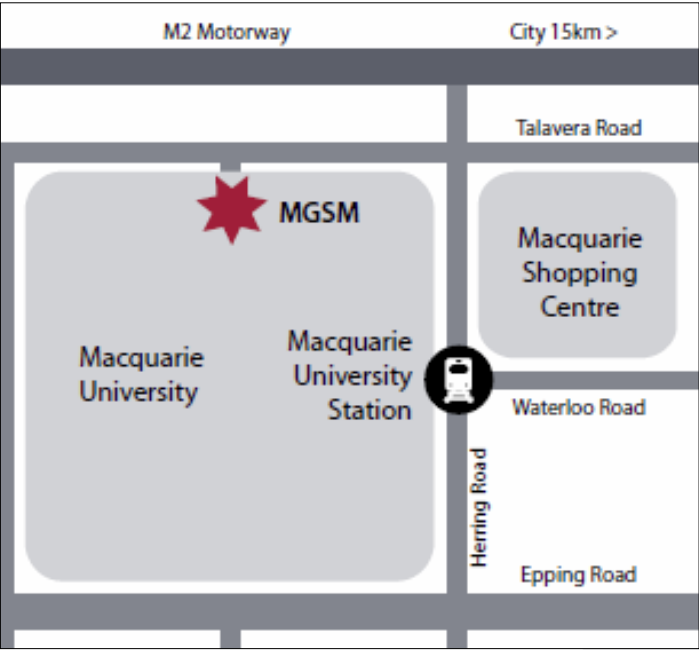
MGSM Executive Centre Macquarie Park

Thank you for your interest in the MGSM Executive Centre - Macquarie Park as a venue for your next event.

The MGSM Executive Centre - Macquarie Park is a dedicated, modern purpose-built learning centre offering state-of-the-art conferencing facilities, executive style accommodation, and superb dining and recreational facilities.

Located at the Macquarie Graduate School of Management, which is situated in a quiet

rural setting on the picturesque grounds of the Macquarie University Campus at North Ryde, just 15kms northwest of the Sydney CBD and only 25kms from Sydney airport, the MGSM Executive Conference Centre is the ideal venue for your meeting, conference or special event.



Custom packages

We specialise in creating custom packages based on your organisations needs so please do not hesitate to contact us via conferences@mgsm.edu.au or on Freecall 1800 800 803 and our experienced Conference Coordinators will be happy to assist you.

We look forward to working with you on your proposed event.



Conference Packages

Day Conference Package

(minimum numbers and room allocation apply*)



ON ARRIVAL

- Espresso coffee
- Assortment of herbal teas
- Chilled juices

MORNING TEA

- Chef’s selection of bakery items
- Fresh fruit bowl
- Assorted museli bars and dried fruits/nuts
- Espresso coffee
- Assortment of herbal teas
- Chilled juices

LUNCH

- Fresh bread rolls with butter
- Chef’s selection of fresh salads
- Chef’s selection of hot buffet
- Seasonal fresh fruit platter
- Assorted cakes and slices
- Espresso coffee
- Assortment of herbal teas
- Chilled orange and apple juices

AFTERNOON TEA

- Chef’s selection of bakery items
- Fresh fruit bowl
- Assorted museli bars and dried fruits/nuts
- Espresso coffee
- Assortment of herbal teas
- Chilled juices



Facilities

- Main meeting room
- Data projector and screen
- Symposium touch screen computer and lectern
- Lapel microphone
- Flipchart easel and markers
- Whiteboard and markers
- Conference A4 pads and pens
- Water and mints
- Wireless internet
- Small syndicate break out room



ALSO INCLUDED COMPLIMENTARY AS PART OF THIS PACKAGE:

- ACCESS TO MGSM’S SECURITY CAR PARK

* Please speak with your conference coordinator for more menu options
(*A room hire Surcharge will apply for less than 20 delegates)

Conference Packages

Residential Conference Package

(minimum numbers and room allocation apply*)



BREAKFAST

- Traditional hot buffet breakfast

ON ARRIVAL

- Espresso coffee
- Assortment of herbal teas
- Chilled juices

MORNING TEA

- Chef’s selection of bakery items
- Fresh fruit bowl
- Assorted museli bars and dried fruits/nuts
- Espresso coffee
- Assortment of herbal teas
- Chilled juices

LUNCH

- Fresh bread rolls with butter
- Chef’s selection of fresh salads
- Chef’s selection of hot buffet
- Seasonal fresh fruit platter
- Assorted cakes and slices
- Espresso coffee
- Assortment of herbal teas
- Chilled juices

AFTERNOON TEA

- Chef’s selection of bakery items
- Fresh fruit bowl
- Assorted museli bars and dried fruits/nuts
- Espresso coffee
- Assortment of herbal teas
- Chilled juices

DINNER

- Two course or buffet dinner menu
- Espresso coffee and assorted herbal tea



ALSO INCLUDED COMPLIMENTARY AS PART OF THIS PACKAGE:
• ACCESS TO MGSM’S SECURITY CAR PARK

Accommodation

- Single room overnight accommodation at MGSM Executive Hotel
- Wireless internet
- Television with Foxtel
- Ironing-board
- Hairdryer
- Safe deposit box

(*A room hire surcharge will apply for less than 20 delegates)



Facilities

- Main meeting room
- Data projector and screen
- Symposium touch screen computer and lectern
- Lapel microphone
- Flipchart easel and markers
- Whiteboard and markers
- Conference a4 pads and pens
- Water and mints
- Wireless internet
- Small syndicate break out room

Premium Lunch* Sample Menus

All menus include espresso coffee, assorted herbal teas, assorted juices

Select from one of the following buffet menus.

CHEF'S SELECTION

- Chef's selection of salads
- Chef's selection of hot items
- Seasonal fresh fruit platter

ASIAN MENU

- Assorted sushi platter
- Chef's selection of salads
- Ginger and shallot chicken
- Steamed fish with soy and onion sauce on vegetables
- Beef penang curry
- Hokkien noodles with tofu
- Steamed jasmine rice

ITALIAN MENU

- Antipasto platter
- 3 Chef's selection of salads
- Chicken mushroom marsala
- Agnello scottadito (Roast leg of lamb)
- Grilled fish with olives and scallions
- Three mushroom ravioli with pink sauce
- Roasted butternut pumpkin with dried cranberries, walnuts and blue cheese

INDIAN MENU

- Entrée platter chicken samosas, vegetable samosas , poppadums with mint chutney and mango pickle.
- 3 Chef's selection of salads
- Butter chicken (gluten free)
- Lamb saag waala
- Fish curry
- Cumin rice
- Mix vegetable korma

SEAFOOD MENU

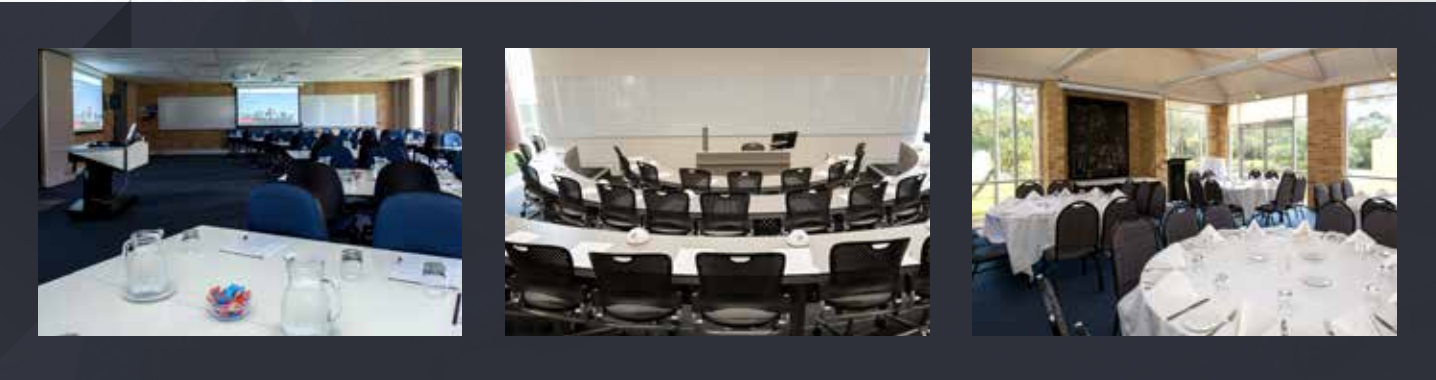
- Chef's selection of salads
- Mixed seafood salad
- Whole poached salmon
- Streamed 1/2 shell mussel with soy and ginger dressing
- Smoked salmon with dill
- Prawn tempura
- Pan fried barramundi with cherry tomatoes, olives and caper salsa
- Cardamom rice
- Panache of steamed vegetables
- Seafood linguini with chilli and lime



*Speak with your Conference Coordinator for more menu options

Conference Room Capacities

CONFERENCE ROOM	AREA (M2)	HEIGHT (M)	THEATRE	CLASSROOM	U SHAPE	CLUSTERS	BOARDROOM
Unilever 101	80	3.5	48	48	-	-	-
Woolworths Theatre 102	87	3.5	55	55	-	-	-
Westpac Theatre 103	80	3.5	55	55	-	-	-
Caltex Theatre 121	93	4.7	70	70	-	-	-
Theatre 147	74	2.8	45	45	-	-	-
145	74	2.8	45	30	19	24	20
165	77	2.8	48	30	18	24	15
167	103	2.8	72	50	24	36	18
165/7	180	2.8	150	100	40	72	40
248	90	2.8	72	55	25	36	24
265	77	2.8	48	30	18	24	15
267	103	2.8	72	50	24	36	18
265/7	180	2.8	150	100	40	72	40
206	128	2.8	60	46	20	35	20



FIND OUT MORE:

MGSM EXECUTIVE CENTRES
MACQUARIE PARK

99 Talavera Road
Macquarie Park,
NSW
2113

T: 1800 800 803
E: conferences@mgsm.edu.au

mgsm.edu.au