

MELBOURNE BUSINESS SCHOOL CONFERENCES & VENUE HIRE



INTRODUCTION

Melbourne Business School facilities are designed for both productivity and comfort, equipped to meet all your event needs. Whether it's a business meeting, conference, workshop, learning and development program, or corporate function; our versatile spaces and exceptional service make Melbourne Business School the ideal venue. It's where some of the world's brightest minds come together to learn, connect, and share ideas.

We offer a selection of adaptable spaces including flat-floor rooms, Harvard-style lecture theatres, and meeting rooms. Each is fully equipped with state-of-the-art AV and multimedia systems, ensuring a seamless experience from start to finish. Our spaces reflect the quality you would expect from one of Australia's leading executive education providers.

Our dedicated Conference and Events team will work closely with you every step of the way to ensure your event runs smoothly. From coordinating venue logistics to customising catering and managing AV requirements, we're committed to creating a productive and memorable experience for you and your attendees.

Conveniently located just five minutes from the Melbourne CBD at 200 Leicester Street, Carlton VIC 3053, Australia, our venue and campus are easily accessible with ample public transport and parking nearby.

LET'S TALK CAPACITIES:

Maximum capacities in a single room based on layout

350

Cocktail

112

Banquet Dining

145

Theatre seating

118

Classroom

80

Cabaret

118

Exam

40

Boardroom

36

U-shape





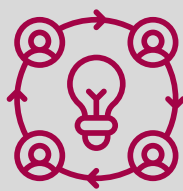
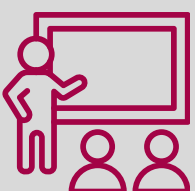
VERSATILE SPACES TO MEET YOUR NEEDS

Discover the perfect setting for your next event with six impressive Harvard-style lecture theatres, eight adaptable flat-floor rooms, 27 fully-equipped meeting rooms, a self-contained Conference Centre, and a state-of-the-art virtual classroom. Whatever your event, we've got the ideal space to bring it to life.

Enjoy total peace of mind knowing every room comes fully equipped with everything you need—no third-party suppliers, no last-minute stress. Just walk in and get started—your space will be perfectly prepared and ready to go.

YOUR ROOM ALWAYS INCLUDES:

- HD projector *and/or* Digital screen
- Presenter PC with wired internet
- Complimentary WiFi
- Whiteboards and markers
- Complimentary water
- Onsite AV and event support
- Wireless Presenter
- Touch panel AV controls



DINING AND EVENT SPACES

Melbourne Business School offers a selection of versatile spaces for tailored events and presentations, including The Hub Cafe, Courtyard, and MBS Dining Room.

These bright, modern spaces are available for private use on request and are equipped with inbuilt AV and multimedia systems and supported by our onsite catering team.

IDEAL FOR:

- catered presentations including networking breakfasts, lunches, or dinners
- formal dining events including gala dinners, award presentations, reunions.
- relaxed gatherings with canapes and drinks
- courtyard barbeques
- cocktail events



350 Cocktail

112 Banquet Dining

145 Theatre seating





HARVARD-STYLE LECTURE THEATRES

Modern, tiered Harvard-style lecture theatres are available for hire. All tiered theatres are a fixed seating format and include ergonomic swivel chairs, inbuilt power points at each seat, and are fully hybrid enabled.

These state-of-the-art spaces include:

- 3 x projectors and screens
- Inbuilt whiteboards and markers
- 2 x confidence monitors
- 2 x lapel microphones (up to 4 microphones can be provided on request)
- Ceiling microphones to capture any in-room questions and conversation
- Zoom rooms for video conferencing - utilising inbuilt cameras and microphones
- Presenter PC with wired internet
- Touch panel AV controls
- HDMI and USB-C connectivity
- Wireless presenter
- Complimentary guest WiFi
- Onsite AV and event support
- Complimentary filtered water

IDEAL FOR HOSTING:

- Conferences
- Training seminars
- Information sessions
- Hybrid events
- Town Halls
- Examinations





FLEXIBLE FLAT-FLOOR ROOMS

Our versatile flat-floor rooms are designed with flexibility in mind.

With eight dynamic spaces available, each can be tailored to suit your exact needs—whether you prefer classroom, cabaret, boardroom, or theatre-style setups. Perfect for workshops, training sessions, meetings, and events, these spaces adapt seamlessly to bring your vision to life.

Plus, with on-site support every step of the way, you can focus on your event while we take care of the details.

Each state-of-the-art room includes:

- Projectors and/or screens
- Whiteboard and markers
- Flipchart and markers
- Presenter PC with wired internet
- Inbuilt speakers
- Touch panel AV controls
- HDMI and USB-C connectivity
- Wireless presenter
- Complimentary guest WiFi
- Onsite AV and event support
- Complimentary filtered water

IDEAL FOR HOSTING:

- Workshops
- Conferences
- Training seminars
- Information sessions
- Learning & development
- Meetings
- Examinations



MBS CONFERENCE CENTRE



3 Flat-floor Rooms



7 Meeting Rooms



2 Catering Lounges

The MBS Conference Centre is located at 168 Leicester Street, Carlton VIC 3053, and is a self-contained, flexible, and private space that can be tailored to meet your unique event and branding needs.

The Conference Centre includes exclusive access to:

- three spacious flat-floor rooms - all equipped with AV essentials including projector, screen, presenter PC, and WiFi
- two breakout and catering areas
- seven small meeting rooms
- dedicated reception foyer

The venue is ideal for hosting a branded conference, exhibition, presentation, workshop, or corporate event. giving you the flexibility to configure the entire space to your event.

IDEAL FOR HOSTING:

- Workshops
- Conferences
- Exhibitions
- Training seminars
- Information sessions
- Learning & development
- Corporate events
- Examinations

250 pax venue capacity





MEETING ROOMS

Melbourne Business School has small meeting rooms available for hire that provide the ideal space for smaller, professional events and meetings; or that can be used for smaller breakout sessions aligned with other room bookings.

All rooms are configured in a boardroom layout and can accommodate between 1-10 attendees, depending on the room size.

Each room includes:

- Projector and/or digital screen
- Whiteboard and markers
- Flipchart and markers
- Inbuilt speakers
- Touch panel AV controls
- HDMI, USB-C and Apple TV connectivity
- Complimentary guest WiFi
- Onsite AV and event support
- Complimentary filtered water

IDEAL FOR HOSTING:

- Professional meetings
 - Interviews
 - Training seminars
 - Information sessions
 - Learning & development
 - Meetings
 - Assessments
 - Small board meetings
-



IN-HOUSE CATERING

Our in-house culinary team take pride in showcasing their skills, creating delicious and constantly evolving seasonal menus for MBS clients and customers to enjoy.

BREAKFAST

Enjoy a selection of options, from a relaxed buffet to a plated meal. All served with unlimited coffee, tea and fruit juices.

CANAPES

Enjoy a selection of chef-crafted roaming canapes - the perfect way to end your day at MBS, or to serve as a stand-alone event.

DAILY DELEGATE PACKAGES

Featuring arrival tea & coffee, morning tea, lunch, and afternoon tea.

LUNCH

A variety of lunch options to suit all preferences including hot & cold buffets, plated meals, Courtyard BBQ, or gourmet sandwiches.

BOARDROOM DINING AND BANQUETS

Elegant in-room dining customised to your event needs, with full planning and styling options available to elevate the experience.

SPECIAL DIETARIES

Our team is dedicated to accommodating all dietary needs, ensuring every guest is well taken care of.

DINNER

Relaxed buffet-style dinner, or a more formal plated meal, both accompanied by free-flowing beverages and dedicated staff to ensure a seamless event.

COFFEE BREAKS & SNACKS

From welcome tea & coffee, to morning and afternoon tea selections, or post-event grazing boards and snacks.

ACCOMODATION

Our comfortable onsite residences are hotel-style modern rooms, each with a queen bed and private ensuite.

Access to the residential lounge is included as well as 24/7 security access and is strictly limited to key-pass entry.

Standard rooms include ensuite bathroom, television, complimentary toiletries, individual heating and cooling, modern access points, and Wi-Fi.

Executive Suites feature a larger floorplan, balcony access, and a small refrigerator as well as ensuite bathroom, television, complimentary toiletries, individual heating and cooling, modern access points, and Wi-Fi.

Full residential packages are available including dinner, bed & breakfast options to suit your needs.

5 Executive Suites

41 Standard bedrooms



CONFERENCE ENQUIRIES

Contact one of our friendly and experienced Conference & Events team members to talk about how we can assist you with your next event.



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www.mbs.edu

Melbourne Business School
200 Leicester Street, Carlton VIC
3053.

MBS Conference Centre
168 Leicester Street, Carlton VIC
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LEGEND

- Places of Interest
- Parks and Gardens
- Essence on Swanston Hotel
- Car Parking
- Tram Routes & Stops



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