# Event Planning Guide

## Context

Expo 2020 Dubai will run from 1 October 2021 to 31 March 2022. Themed ‘Connecting Minds, Creating the Future’, the World Expo will focus on promoting international cooperation, trade and investment and innovation for sustainable development. As both a business and consumer event, Expo 2020 Dubai provides an opportunity to promote Australia as an ideal place to do business, invest, study and travel. As the first World Expo and largest event to be held in the MENA region, it is a unique opportunity to grow to people-to-people and institutional engagement between Australia and Arab countries.

## Scheduling Events

The majority of the business events will be held during the working week (Sunday to Thursday). More casual networking and cultural events are scheduled to take place on the weekend. Events at the Australian Pavilion can be held during the day or in the evening.

## Facilities

The Australian Pavilion hosts a visitor experience on the ground level and a function space and meeting rooms on the upper level. The upper level of the Pavilion is available for use by CAAR Grantees, with applications assessed on a case-by-case basis. This level of the Pavilion is accessible to invited guests only via a VIP entrance at the rear of the building. The venue will cater to a range of events, including formal sit-down dinners, seminars, workshops and working lunches. The functions venue features a dedicated reception area, is equipped with high-quality audio-visual facilities and will be serviced by a full commercial kitchen and hospitality staff. Function menus will showcase Australian food and wine.

A range of other event venues in the Expo public realm are also available for booking. These include an auditorium and large outdoor stages. Further details can be provided by DFAT.

## Level Two Room Capacities

| *Room* | *Event format* | *Capacity* |
| --- | --- | --- |
| Main VIP function room & terrace  | Sit-down lunch or dinner | 100 pax |
| Main VIP function room & terrace  | Morning or afternoon tea | 100 pax |
| Main VIP function room & terrace  | Cocktail  | 150 pax |
| Main VIP function room & terrace  | Conference / seminar | 120 pax  |
| Private dining room  | Sit-down lunch or dinner | 20 pax |
| Private dining room | Refreshments & snacks | 20 pax |
| Multi-purpose meeting room | Refreshments & snacks | 12 pax  |
| Majlis | Refreshments & snacks | 6 pax |
| Commissioner General’s office | Refreshments & snacks | 4 pax |

*Note: Room capacities are dependent on social distancing requirements at event time.*

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