

Online Conference Room Booking

User Guide



Queensland
Government

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EPCONNECT

Web address - <https://epconnect.hpw.qld.gov.au>

Use this site to make your Conference Room booking online.

Click the login button and then enter your *username* and *password* to proceed.

Use the Helpful Links for more detailed information about our Brisbane CBD rooms.

Auditorium – 111 George St. Training Room – 53 Albert St. Room B – 63 George St.

DHPW Conference Facilities
Bookings Home page

Welcome to the Department of Housing and Public Works Conference Facilities website

Use this site to view available rooms and book your next function or meeting.

Click here to [LOGIN](#)

Forgot your password? [Email Conference Rooms](#).

New user or want to register? [Email Conference Rooms](#).

Please note:

For assistance in helping you find a room for your event please contact Conference Room staff either by email or phone

Contact us

Email: venues@hpd.qld.gov.au
Phone: 3008 2746 or 3008 2747

Helpful links

- Conference facility locations
- Instructions to book a room
- Room layout and capacity
- Booking and paying
- Equipment
- Catering
- Cancellations
- Terms and Conditions
- Room rates
- User Guide

SIGN IN

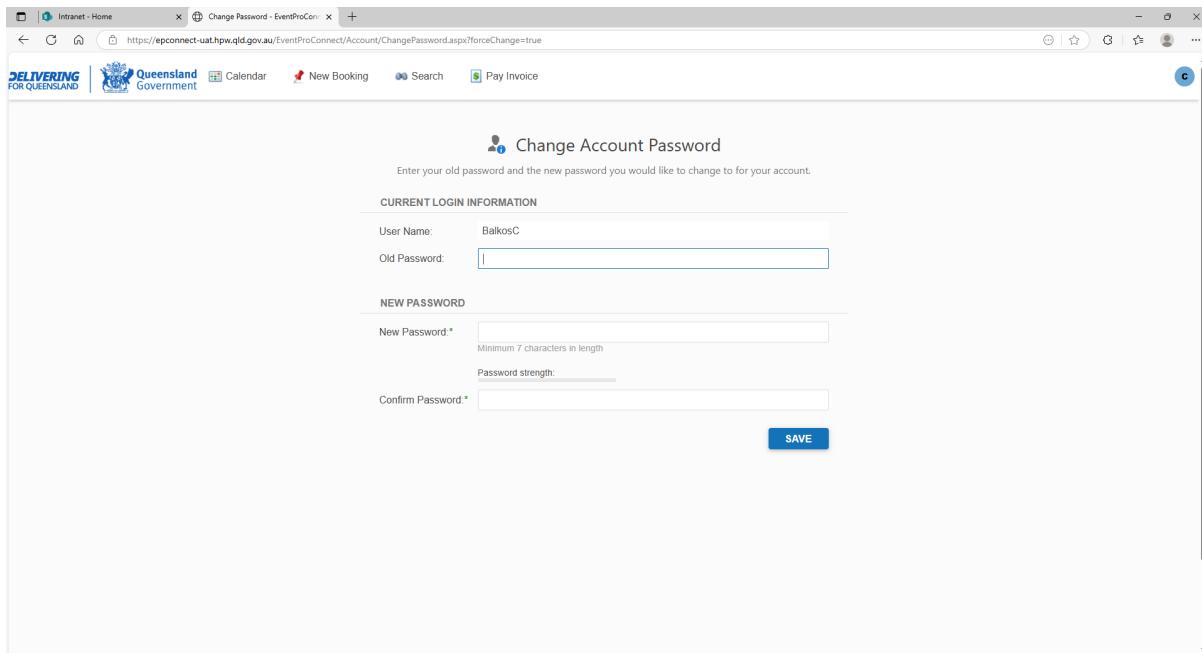
User Name.*
ballosc

Password.*

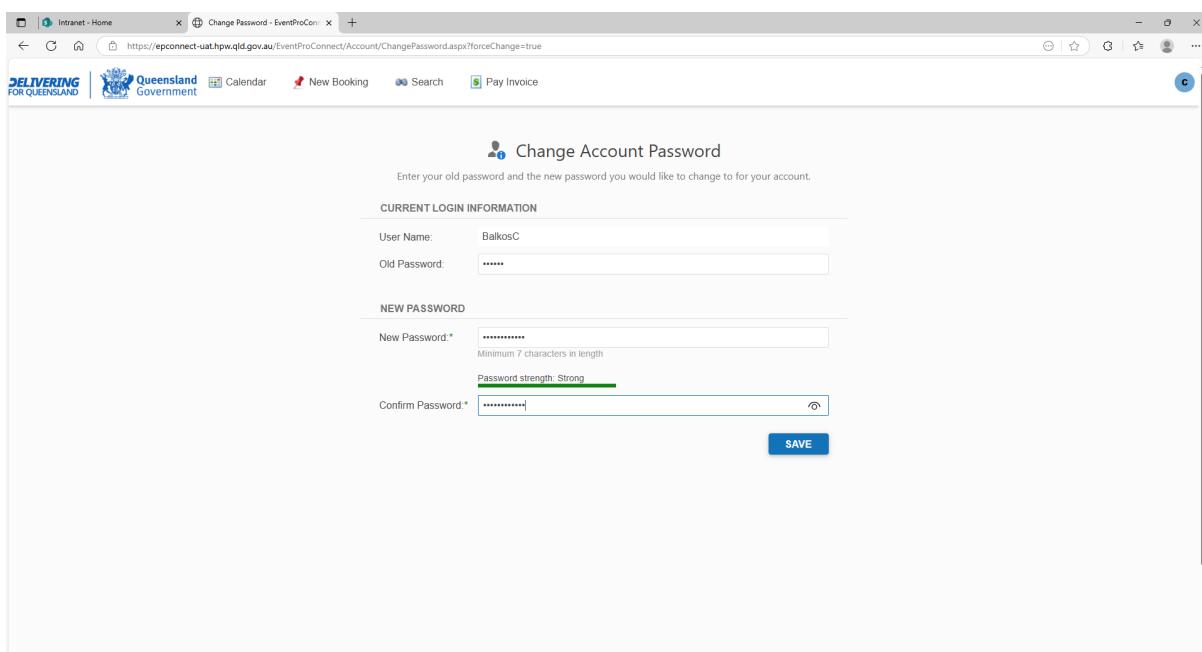
SIGN IN

For a First time login you will be directed to change the password.

Your password must be at least 7 characters long, cannot contain your username, and must contain characters from at least 3 of these 4 categories: Uppercase letters, Lowercase letters, digits 0 through 9, non-alphanumeric characters.



The screenshot shows a web browser window with the title 'Intranet - Home' and the sub-title 'Change Password - EventProCon'. The URL is <https://epconnect-uat.hpw.qld.gov.au/EventProConnect/Account/ChangePassword.aspx?forceChange=true>. The page header includes the 'DELIVERING FOR QUEENSLAND' logo and the 'Queensland Government' logo. Below the header are links for 'Calendar', 'New Booking', 'Search', and 'Pay Invoice'. The main content area is titled 'Change Account Password' with a sub-instruction 'Enter your old password and the new password you would like to change to for your account.' A 'CURRENT LOGIN INFORMATION' section shows 'User Name: BalkosC'. A 'Old Password:' field is empty. A 'New Password*' field is empty with the placeholder 'Minimum 7 characters in length'. A 'Password strength:' bar is empty. A 'Confirm Password*' field is empty. A blue 'SAVE' button is at the bottom right.



The screenshot shows the same web browser window and URL as the first one. The 'Old Password:' field now contains '*****'. The 'New Password*' field contains '*****' with the placeholder 'Minimum 7 characters in length'. The 'Password strength:' bar is now filled with a green bar labeled 'Strong'. The 'Confirm Password*' field also contains '*****'. The blue 'SAVE' button is at the bottom right.

Once your new password has been saved, you will be directed to your My Account page

The following is the information for the currently logged in user.

GENERAL INFORMATION

User Name: BalkosC

CHANGE PASSWORD

LOGIN INFORMATION

Name: Department of Defence

Address: R1 - 1 - A025
Russell Offices

City: Canberra

State/Province: ACT

Zip/Postal Code: 2600

Country: Australia

COMPANY INFORMATION

CONTACT INFORMATION

Title:

Last Name: Balkos

First Name: Corinne

Initial: https://epconnect-uat.hpw.qld.gov.au/EventProConnect/BookingCalendar/BookingCalendar.aspx

You cannot change any details here, other than your password. These details are for your account purposes within the booking system.

For any changes, please contact the Conference Rooms on 07 3008 2746 or email venues@epw.qld.gov.au

To sign out, select the circle with your initial, top right

Booking Calendar View: Timeline Location Group Location Location

Showing locations 1 to 13 of 13

8 JULY – 21 JULY 2025

Monday, 7 July 2025 - Sunday, 13 July 2025							Monday, 14 July 2025 - Sunday, 20 July 2025							Monday, 21 July 2025 - Sunday, 27 July 2025						
8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat	20 Sun	21 Mon	22 Tue	23 Wed	24 Thu	25 Fri	26 Sat	27 Sun	
63 GEORGE STREET	63 GEORGE ST ROOM 1																			
111 GEORGE STREET	111 George Street AUD-ROOM 3 (book whole area)	08:00-12:00	08:00-12:00	12:00-13:00			08:00-17:00	10:00-11:00	11:00-13:00	08:00-10:00	08:00-10:00			08:00-10:00						
111 GEORGE ROOM 3		08:00-12:00	08:00-12:00	12:00-13:00			08:00-17:00	08:00-0:00	01:00-12:00	08:00-10:00	08:00-10:00			08:00-10:00						
53 ALBERT ST	Ly 17 53 ALBERT ST TR 1	13:00-18:30					07:45-17:00	08:00-17:00												
Ly 17 53 ALBERT ST TR 2		08:00-17:00	13:00-18:30	07:50-17:00			07:45-17:00	08:00-17:00	08:00-17:00											
Ly 17 53 ALBERT ST TR 2		08:00-17:00	08:00-17:00	07:50-17:00			09:00-17:00	08:00-17:00	08:00-17:00											

Select Calendar.

CALENDAR

Locations – are listed down the left hand side of the calendar.

Dates – are listed across the top of the page

The calendar displays 2 weeks at a time.

Booking Calendar View: Timeline Location Group: Group Location: Location

Showing locations 1 to 10 of 13

27 JUNE – 10 JULY 2025

Monday, 23 June 2025 - Sunday, 29 June 2025			Monday, 30 June 2025 - Sunday, 6 July 2025			Monday, 7 July 2025 - Sunday, 13 July 2025							
27 Fri	28 Sat	29 Sun	30 Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	6 Sun	7 Mon	8 Tue	9 Wed	10 Thu
63 GEORGE STREET 63 GEORGE ST ROOM B										08:30-15:00			
111 GEORGE STREET 111 GEORGE AUDITORIUM 111 George Street, AUD+ROOM 3 (Book whole area) 111GEORGE ROOM 3						13:00-16:30				09:00-12:00	12:00-13:50		
53 ALBERT ST Lv 17 53 ALBERT ST TR 1 Lv 17 53 Albert St TR1 + TR2						13:00-16:30				09:00-12:00			
Lv 17 53 ALBERT ST TR 2						07:30-17:00				13:00-16:30			
Lv 17 53 Albert St TR2 + TR3						07:30-17:00				08:00-17:00			
Lv 17 53 ALBERT ST TR 3						07:30-17:00				08:00-17:00			
Lv 17 53 Albert St TR1 + TR2 + TR3						07:30-17:00				08:00-17:00	13:00-16:30		

Hover over a room displays room features and setup style options, with maximum attendee numbers.

FEATURES: Bar Counter: (Qty 1) View Electronic Projector: (Qty 1) Electronic Blinds: (Qty 1) External Power: (Qty 1) Internal Windows: (Qty 0) Lectern: movable: (Qty 1) Lectern: fixed: (Qty 2) Microphone, ledges: (Qty 1) Microphone, ledges: (Qty 2) Natural Light: (Qty 1) Screen, Projection, Board: (Qty 1) Throw Blanket: (Qty 1) Zip Taps - Beamer/Cable Taps: (Qty 0) Clickshare: (Qty 1)

SETUP TYPES: Boardroom: (Min/Max # 0/20, Setup/Teardown:0/0) CUSTOM: (Min/Max # 0/0, Setup/Teardown:0/0) Theatre Style: (Min/Max # 0/10, Setup/Teardown:0/0) U Shape of Chairs Only: (Min/Max # 0/25, Setup/Teardown:0/0) U Shape of Chairs Only: (Min/Max # 0/25, Setup/Teardown:0/0) Workshop Style: (Min/Max # 0/45, Setup/Teardown:0/0)

ATTENDANCE: Lv 17 53 ALBERT ST TR 1 0 09:17:00 13:00-16:30 07:45-17:00 08:00-17:00 Lv 17 53 Albert St TR1 + TR2 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 ALBERT ST TR 2 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 Albert St TR2 + TR3 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 ALBERT ST TR 3 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 ALBERT ST MR 2 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 ALBERT ST MR 3 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00 Lv 17 53 ALBERT ST MR 4 0 09:17:00 13:00-16:30 07:30-17:00 08:00-17:00

Booking Calendar View: Timeline Location Group: Group Location: Location

Monday, 7 July 2025 - Sunday, 13 July 2025

Monday, 7 July 2025 - Sunday, 13 July 2025			Monday, 14 July 2025 - Sunday, 20 July 2025									
8 Tue	9 Wed	10 Thu	11 Fri	12 Sat	13 Sun	14 Mon	15 Tue	16 Wed	17 Thu	18 Fri	19 Sat	20 Sun
63 GEORGE STREET 63 GEORGE ST ROOM B						09:00-12:00	12:00-13:00		09:00-17:00	10:00-11:00	11:00-13:00	09:00-10:00
111 GEORGE STREET 111 GEORGE AUDITORIUM 111 George Street, AUD+ROOM 3 (Book whole area) 111GEORGE ROOM 3						09:00-12:00	12:00-13:00		09:00-17:00	11:00-12:00	12:00-13:00	09:00-10:00
53 ALBERT ST Lv 17 53 ALBERT ST TR 1 Lv 17 53 Albert St TR1 + TR2						09:00-12:00	12:00-13:00		09:00-17:00	10:00-11:00	11:00-13:00	09:00-10:00
Lv 17 53 ALBERT ST TR 2						09:00-12:00	12:00-13:00		09:00-17:00	11:00-12:00	12:00-13:00	09:00-10:00
Lv 17 53 Albert St TR2 + TR3						09:00-12:00	12:00-13:00		09:00-17:00	10:00-11:00	11:00-13:00	09:00-10:00
Lv 17 53 ALBERT ST TR 3						09:00-12:00	12:00-13:00		09:00-17:00	10:00-11:00	11:00-13:00	09:00-10:00
Lv 17 53 Albert St TR1 + TR2 + TR3						09:00-12:00	12:00-13:00		09:00-17:00	10:00-11:00	11:00-13:00	09:00-10:00

Use Location filters to view a specific building (location group)

or location (room).

Search for a specific date or date range by using the dropdown date selection.

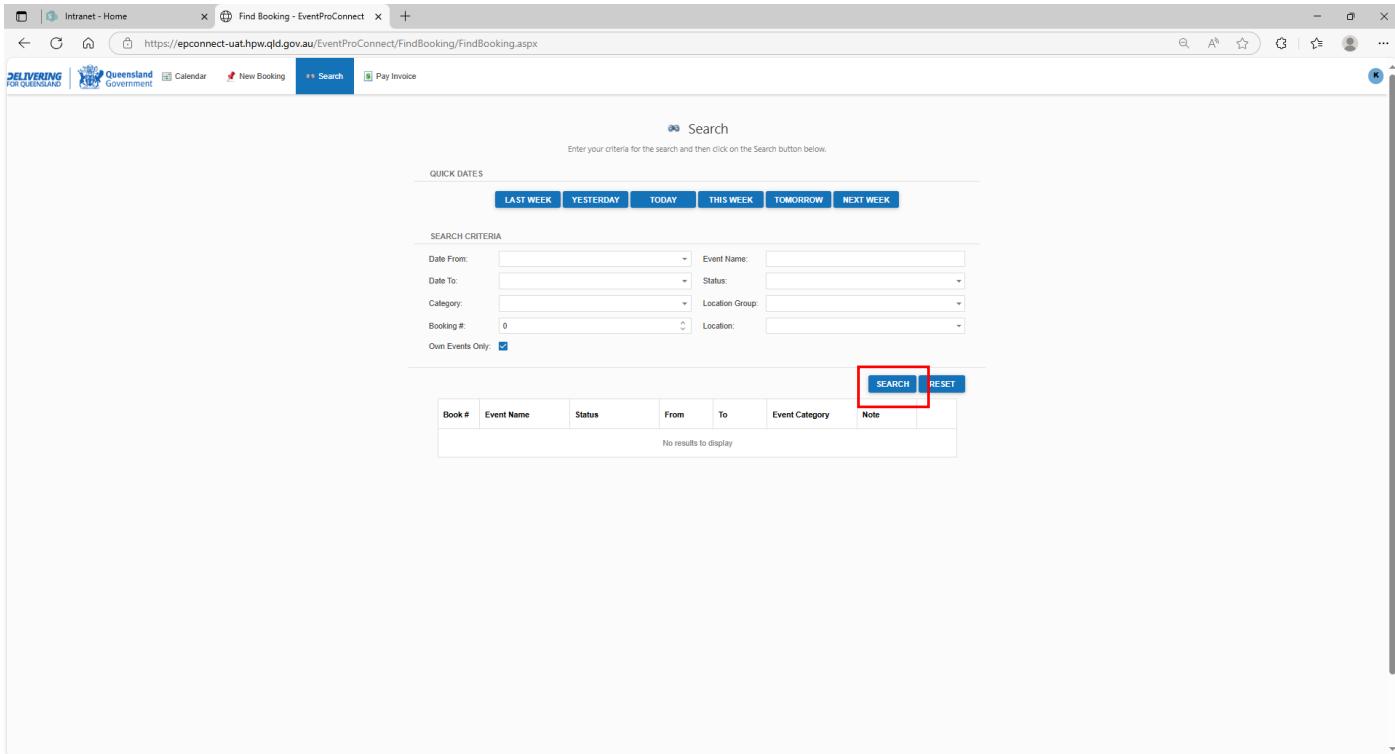
The screenshot shows a booking calendar for the Queensland Government. The main view is a grid of time slots (08:00-17:00) for each day of the week. The days are color-coded: grey for Sunday, light blue for Monday, light green for Tuesday, light orange for Wednesday, light red for Thursday, light purple for Friday, and light pink for Saturday. The time grid is 12 hours wide, with 15-minute intervals. A red box highlights the left side of the interface, specifically the month navigation arrows and the date dropdown menu which is open, showing 'JULY – 17 2025'.

You can also use the forward and back arrows to move the calendar a fortnight at a time.

Note: please wait for the Loading caption to finish.

SEARCH FOR YOUR BOOKINGS

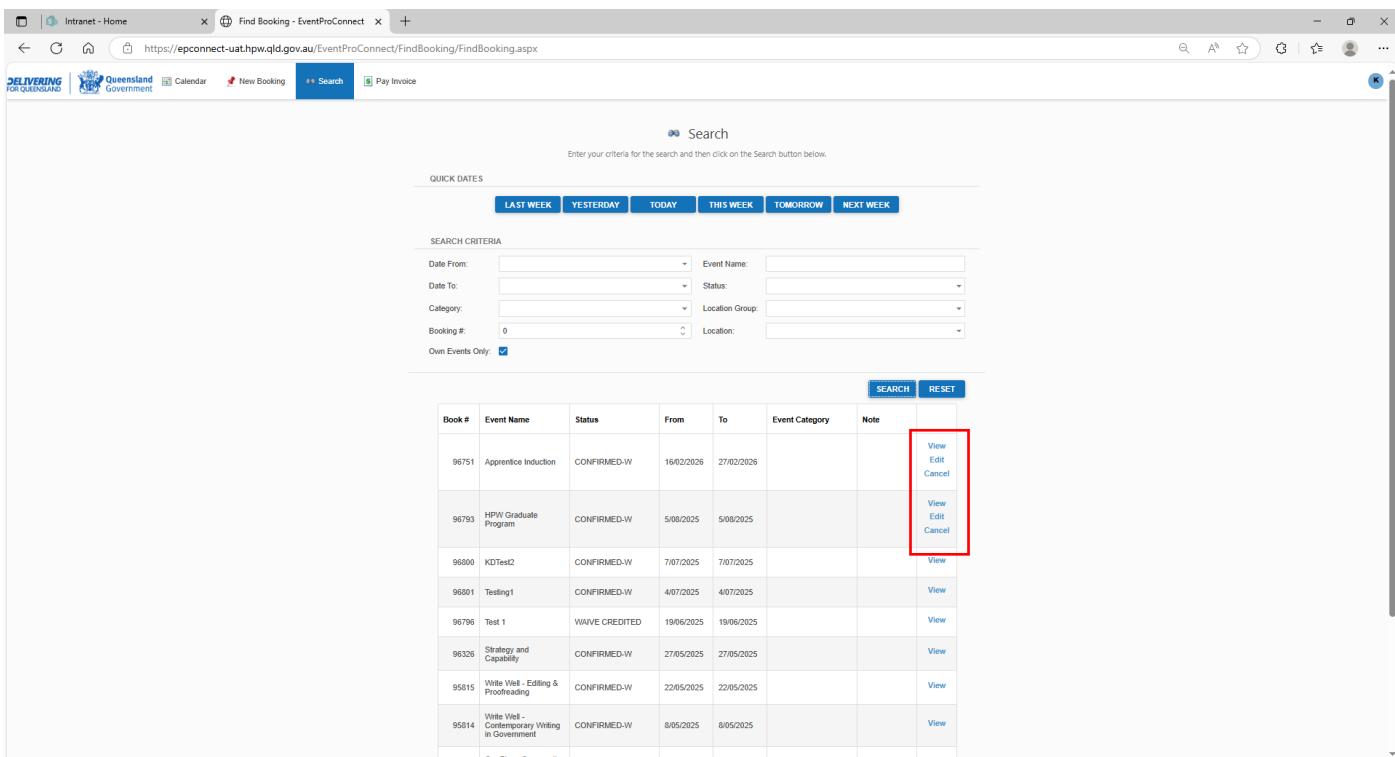
You can search for all of your bookings using the Search function.



The screenshot shows a web browser window with the URL <https://epconnect-uat.hpw.qld.gov.au/EventProConnect/FindBooking/FindBooking.aspx>. The page title is 'Find Booking - EventProConnect'. The search interface includes a 'Search' button which is highlighted with a red box.

There is no need to fill in any of the fields, other than the Own Events Only, which should be Ticked.

Then select SEARCH.



The screenshot shows the search results page with a list of bookings. For each booking, there is a column of buttons labeled 'View', 'Edit', and 'Cancel', which are highlighted with a red box.

Book #	Event Name	Status	From	To	Event Category	Note	Actions
96751	Apprentice Induction	CONFIRMED-W	16/02/2026	27/02/2026			View Edit Cancel
96793	HPW Graduate Program	CONFIRMED-W	5/08/2025	5/08/2025			View Edit Cancel
96800	KDTest2	CONFIRMED-W	7/07/2025	7/07/2025			View
96801	Teeling1	CONFIRMED-W	4/07/2025	4/07/2025			View
96796	Test 1	WAIVE CREDITED	19/06/2025	19/06/2025			View
96326	Strategy and Capability	CONFIRMED-W	27/05/2025	27/05/2025			View
95815	Write Well - Editing & Proofreading	CONFIRMED-W	22/05/2025	22/05/2025			View
95814	Write Well - Contemporary Writing in Government	CONFIRMED-W	8/05/2025	8/05/2025			View
Our Place Community							View

You can then select View, Edit or Cancel from the right column.

MAKE A NEW BOOKING

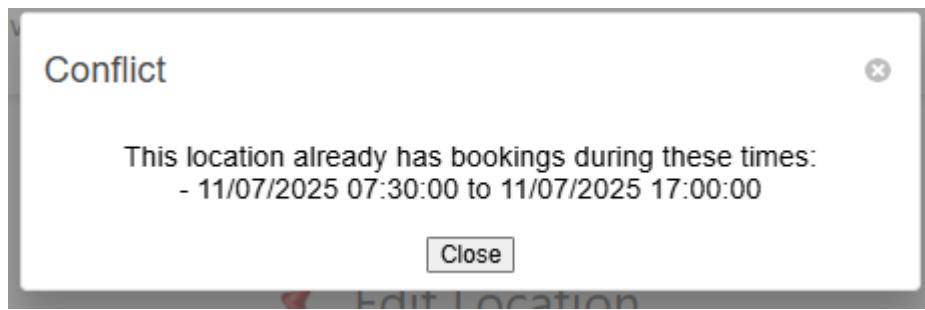
Existing bookings will appear in the calendar with Time and a colour, other than 'pale yellow'.

'Cross-hatching' indicates that combined rooms are booked, as indicated below.

These rooms are not available and cannot be booked.

The screenshot shows a booking calendar for the period from July 7, 2025, to July 20, 2025. The calendar is divided into two main sections: Monday, 7 July 2025 - Sunday, 13 July 2025 and Monday, 14 July 2025 - Sunday, 20 July 2025. The interface includes navigation buttons for days, weeks, and months, and search and location filters. The calendar grid shows various room bookings with different colors representing different locations or room types. A red box highlights a specific time slot (07:45-17:00) on July 14th, which is cross-hatched, indicating it is unavailable for booking.

If you attempt to make a booking where a booking exists, the following error will be received.



In this case, you will need to select another room or date.

Find your require room and date, then 'right click' in the space and select 'New Booking'.

The screenshot shows a 'Booking Calendar' interface for the period from Monday, 7 July 2025, to Sunday, 13 July 2025. The calendar grid displays various room bookings across different locations. A red box highlights the 'New Booking' button in the top right corner of the grid.

The screenshot shows the 'Event Information' step of the booking process. The 'Event Name' field is populated with 'UAT Test2'. Other fields include 'Est Attendance' (20), 'Event Comments' (empty), 'Facilitator Arrival Time' (08:00), 'Event Start' (08:30), and 'Event Finish' (14:30). A 'NEXT' button is visible at the bottom.

Complete the information for Event Name, Est Attendance, Facilitator Arrival Time, Event Start, Event Finish.

Note the start and finish are the actual event times and may differ to the booked times.

Please note that the arrival time is when you will be at the room, as this is when the Conference Room staff will be there to assist.

Click Next.

Check the Location and Times and click the Submit button to continue.

BOOKING INFORMATION

Booked Date From: 18/07/2025
 Booked Date To: 18/07/2025
 Booked From Time: 08:00
 Booked To Time: 12:00
 Location: Lv 17 53 ALBERT ST TR 1
 Setup Type:
 Attendance: 20

SUBMIT

The 'Booked From' and 'Booked To Times' must be either 0800 – 1200 or 1300 – 1700, for a half day booking and 0800 – 1700 for a full day.

Note: the 'Booked To Time' defaults to 1200, if your booking is for a full day, please tab to this field and change it to 1700.

Select the setup type from the drop down list.

Check the Location and Times and click the Submit button to continue.

BOOKING INFORMATION

Booked Date From: 18/07/2025
 Booked Date To: 18/07/2025
 Booked From Time: 08:00
 Booked To Time: 17:00
 Location: Lv 17 53 ALBERT ST TR 1
 Setup Type: Workshop Style
 Attendance: 45

SUBMIT

Click SUBMIT.

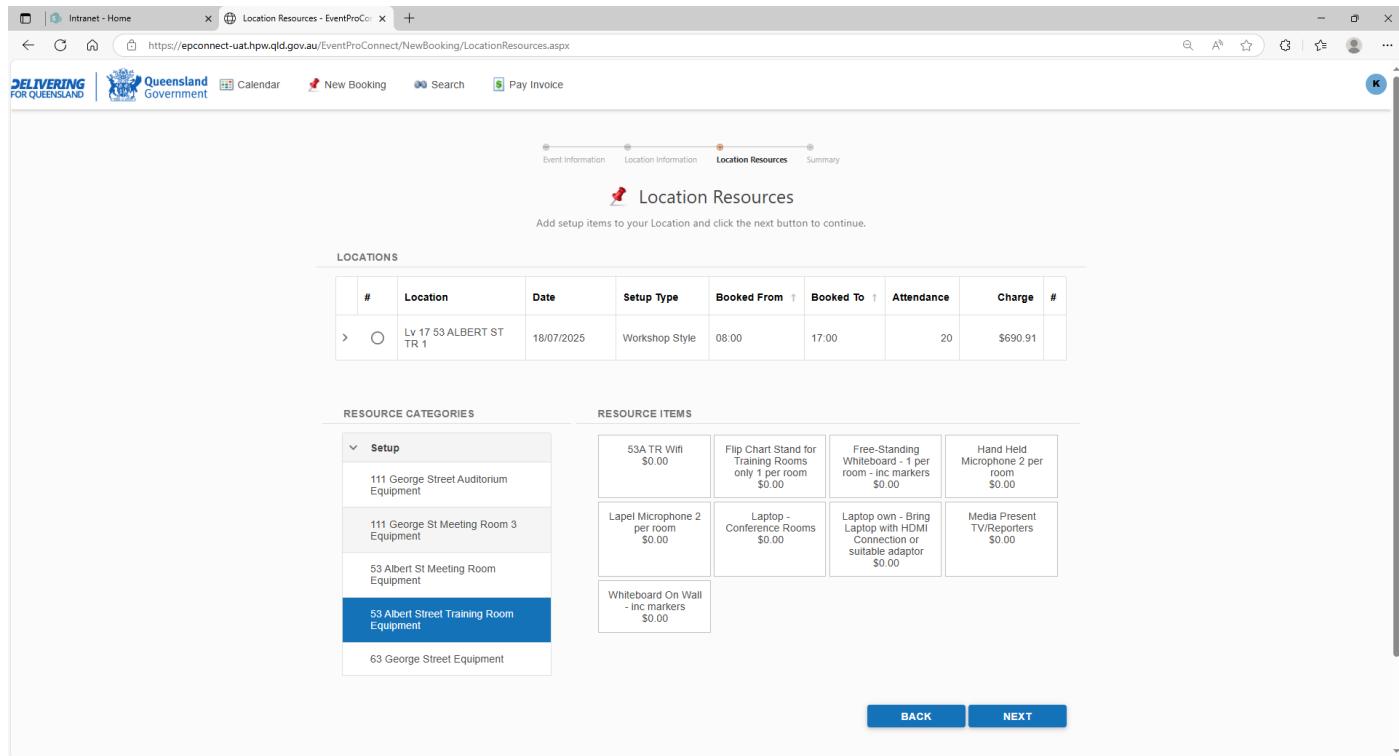
At this point, you can make Repetitive or Recurring bookings.

Refer to **MAKING RECURRING BOOKINGS**, [below](#).

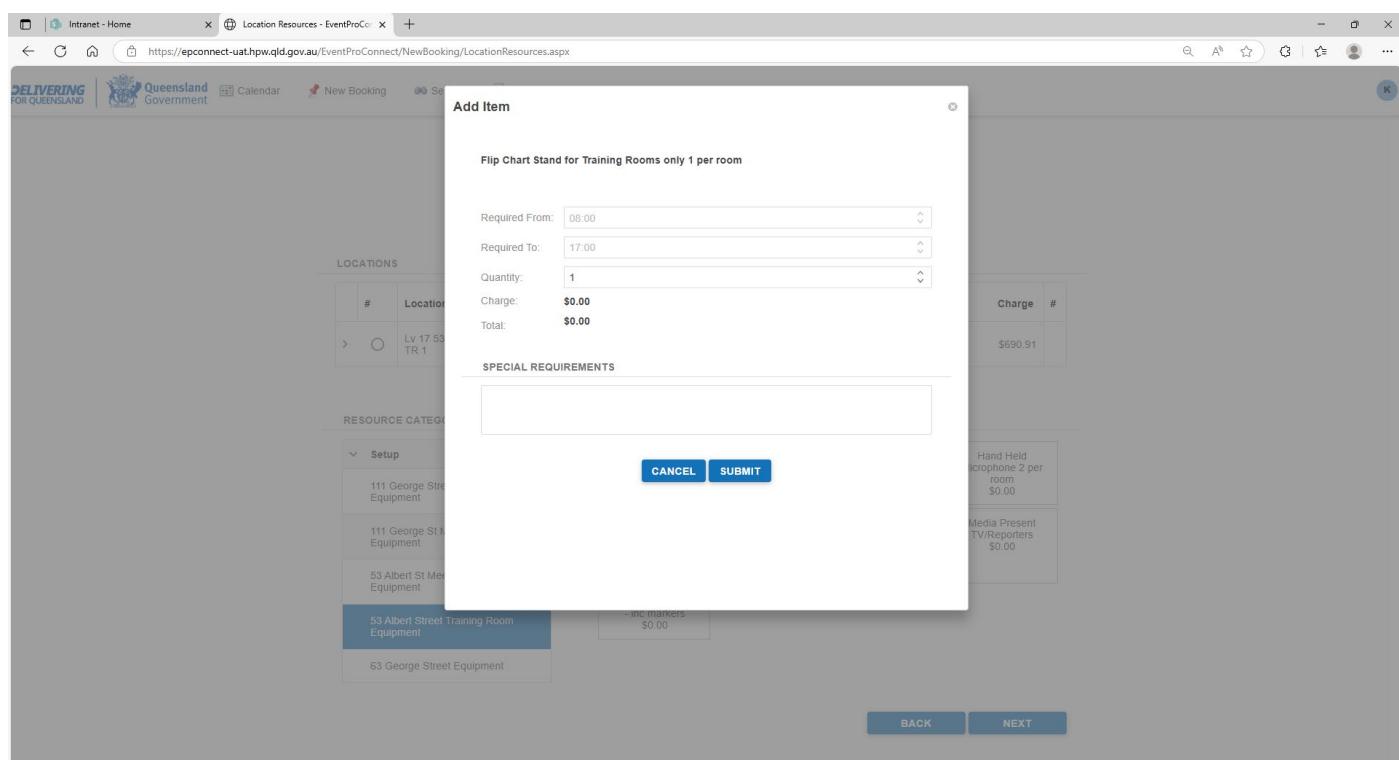
If this is a one time occurrence, click **NEXT**.

This screen allows you to choose Resources for the booking, such as Flip Chart stand/s or Hand held Microphone/s.

Select the Building from the 'Resource Categories' box and the choose the required resource.

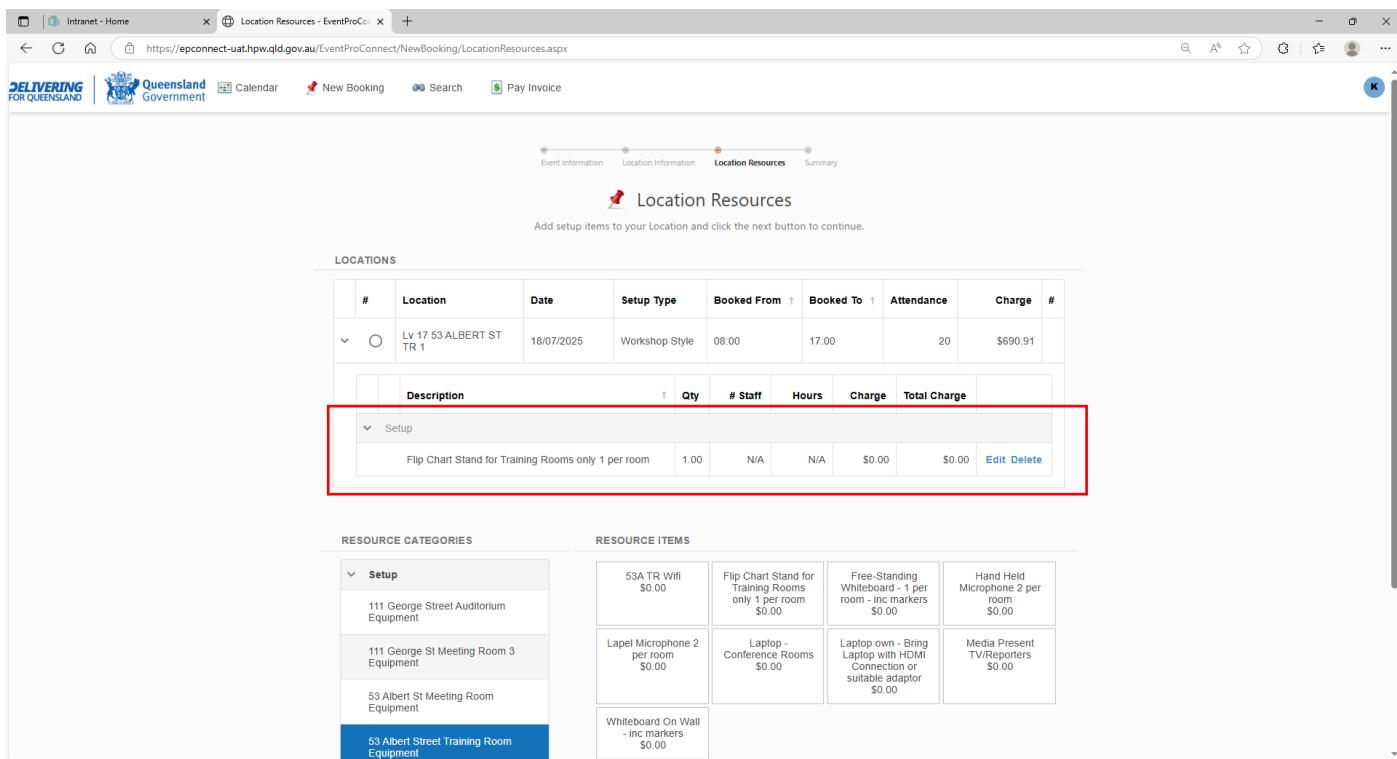


The screenshot shows the 'Location Resources' page. At the top, there are navigation links: 'Intranet - Home', 'Location Resources - EventProCo', and a search bar. Below the header, there are links for 'DELIVERING FOR QUEENSLAND', 'Queensland Government', 'Calendar', 'New Booking', 'Search', and 'Pay Invoice'. The main content area has tabs: 'Event Information', 'Location Information', 'Location Resources' (which is selected), and 'Summary'. Below the tabs, the title 'Location Resources' is displayed with a red ribbon icon. A sub-instruction 'Add setup items to your Location and click the next button to continue.' is shown. The 'LOCATIONS' section contains a table with columns: #, Location, Date, Setup Type, Booked From, Booked To, Attendance, Charge, and #. One row is selected: 'Lv 17 53 ALBERT ST TR 1' with a date of '18/07/2025', setup type 'Workshop Style', booked from '08:00', booked to '17:00', attendance '20', and charge '\$690.91'. The 'RESOURCE CATEGORIES' section shows a list of categories: 'Setup' (selected), '111 George Street Auditorium Equipment', '111 George St Meeting Room 3 Equipment', '53 Albert St Meeting Room Equipment', '53 Albert Street Training Room Equipment' (which is highlighted in blue), and '63 George Street Equipment'. The 'RESOURCE ITEMS' section shows a grid of items: '53A TR WiFi \$0.00', 'Flip Chart Stand for Training Rooms only 1 per room \$0.00', 'Free-Standing Whiteboard - 1 per room - inc markers \$0.00', 'Hand Held Microphone 2 per room \$0.00', 'Lapel Microphone 2 per room \$0.00', 'Laptop - Conference Rooms \$0.00', 'Laptop own - Bring Laptop with HDMI Connection or suitable adaptor \$0.00', and 'Media Present TV/Reporters \$0.00'. At the bottom are 'BACK' and 'NEXT' buttons.



The screenshot shows a 'Add Item' dialog box. The title is 'Flip Chart Stand for Training Rooms only 1 per room'. The form fields are: 'Required From: 08:00', 'Required To: 17:00', 'Quantity: 1', 'Charge: \$0.00', and 'Total: \$0.00'. Below the form is a 'SPECIAL REQUIREMENTS' section with a text input field. At the bottom of the dialog are 'CANCEL' and 'SUBMIT' buttons. The background shows the 'Location Resources' page with the '53 Albert Street Training Room Equipment' category selected. The 'LOCATION' table shows the same row as the first screenshot. The 'RESOURCE CATEGORIES' and 'RESOURCE ITEMS' sections are also visible. At the bottom of the page are 'BACK' and 'NEXT' buttons.

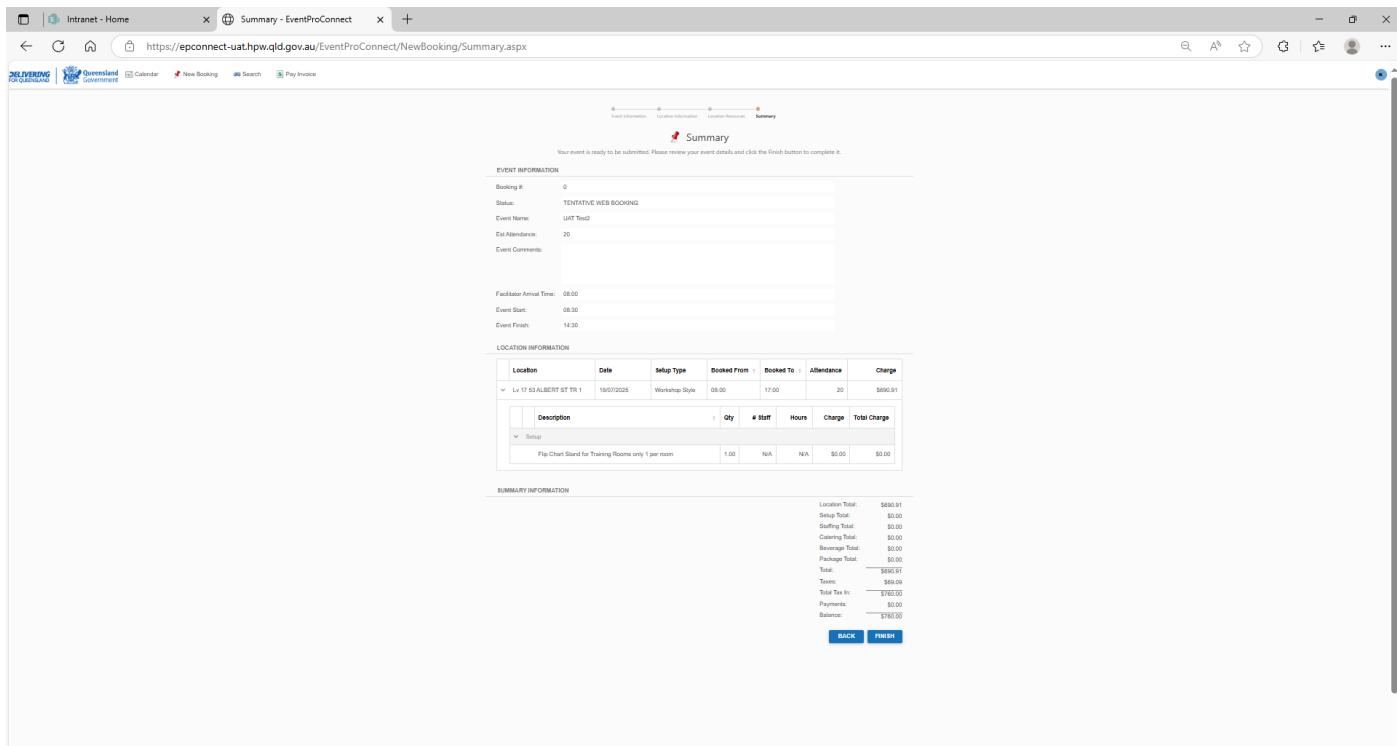
Select SUBMIT.



The screenshot shows the 'Location Resources' page in EventProConnect. At the top, there are tabs for 'Event Information', 'Location Information', 'Location Resources' (which is selected and highlighted in red), and 'Summary'. The main content area is titled 'Location Resources' with a sub-instruction 'Add setup items to your Location and click the next button to continue.' Below this, there is a table titled 'LOCATIONS' with columns for #, Location, Date, Setup Type, Booked From, Booked To, Attendance, Charge, and #. One row is selected, showing 'Lv 17 53 ALBERT ST TR 1' on '18/07/2025' with a 'Workshop Style' setup. Below this is a table for 'Description', 'Qty', '# Staff', 'Hours', 'Charge', and 'Total Charge'. A red box highlights the row for 'Setup' with the description 'Flip Chart Stand for Training Rooms only 1 per room', 'Qty' 1.00, '# Staff' N/A, 'Hours' N/A, 'Charge' \$0.00, and 'Total Charge' \$0.00. At the bottom, there are sections for 'RESOURCE CATEGORIES' and 'RESOURCE ITEMS' with various equipment options.

The requested resources are added to the booking.

Continue to select other resources or click NEXT.



The screenshot shows the 'Summary' page in EventProConnect. At the top, there are tabs for 'Event Information', 'Location Information', 'Location Resources' (selected and highlighted in red), and 'Summary'. The main content area is titled 'Summary' with a sub-instruction 'Your event is ready to be submitted. Please review your event details and click the finish button to complete it.' Below this, there is a section for 'EVENT INFORMATION' with fields for Booking # (0), Status (TENTATIVE WEB BOOKING), Event Name (UAT Test2), Est Attendance (20), and Event Comments. It also shows Facilitator Arrival Time (08:00), Event Start (08:30), and Event Finish (14:30). The 'LOCATION INFORMATION' section shows the location 'Lv 17 53 ALBERT ST TR 1' on '18/07/2025' with a 'Workshop Style' setup. The 'SUMMARY INFORMATION' section provides a detailed breakdown of charges, including Location Total (\$690.91), Setup Total (\$0.00), Staffing Total (\$0.00), Catering Total (\$0.00), Beverage Total (\$0.00), Package Total (\$0.00), Total (\$690.91), Tax (\$64.09), State Tax In (\$1.00), Payment (\$0.00), and Balance (\$690.91). At the bottom, there are 'BACK' and 'FINISH' buttons.

The Summary page gives you a full detail of the booking, including the booking number, requested resources/equipment and costs.

If this correct, select FINISH, or BACK to make changes.

Note: if you do not completely finish the booking and receive this Success page, the booking has NOT been made.

The screenshot shows a web browser window with the title 'Booking Successful - EventProConnect'. The URL is <https://epconnect-uat.hpw.qld.gov.au/EventProConnect/NewBooking/Success.aspx>. The page displays a 'Success' message: 'Your booking has been successfully completed.' Below this, there are three main sections: 'EVENT INFORMATION', 'LOCATION INFORMATION', and 'SUMMARY INFORMATION'.

EVENT INFORMATION

Booking #	96805
Status:	TENTATIVE WEB BOOKING
Event Name:	UAT Test
Est Attendance:	20
Event Comments:	

Facilitator Arrive Time: 08:00
Event Start: 08:30
Event Finish: 14:30

LOCATION INFORMATION

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge																		
Lv 17 93 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$890.91																		
<table border="1"> <thead> <tr><th>Description</th><th>Gly</th><th># Staff</th><th>Hours</th><th>Charge</th><th>Total Charge</th></tr> </thead> <tbody> <tr><td>Setup</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Flip Chart Stand for Training Rooms only 1 per room</td><td></td><td>1.00</td><td>N/A</td><td>\$0.00</td><td>\$0.00</td></tr> </tbody> </table>							Description	Gly	# Staff	Hours	Charge	Total Charge	Setup						Flip Chart Stand for Training Rooms only 1 per room		1.00	N/A	\$0.00	\$0.00
Description	Gly	# Staff	Hours	Charge	Total Charge																			
Setup																								
Flip Chart Stand for Training Rooms only 1 per room		1.00	N/A	\$0.00	\$0.00																			

SUMMARY INFORMATION

Location Total	\$890.91
Servicing Total	\$0.00
Staffing Total	\$0.00
Catering Total	\$0.00
Beverage Total	\$0.00
Package Total	\$0.00
Total	\$890.91
Taxes	\$89.09
Total Tax Inc.	\$760.00
Payments:	\$0.00
Balance:	\$180.00

PRINT

You can PRINT this page for your reference.

You will also receive an automatic email from EPConnect, indicating that your booking was successful, as below.

From: EPConnect <venues@epw.qld.gov.au>
Sent: Monday, 7 July 2025 10:41
Subject: Web Booking 96805 Fri Jul 18 2025 Request Has been Sent to DEPW Conference Room Team

Thank you for your booking request.

A member of the conference room team will review your booking request to ensure all details are correct. If there are any issues we will contact you.

You will receive a confirmation email that confirms your booking, please check this carefully.

You will receive an Invoice 5 Business Days prior to your event. The Invoice will require immediate payment, please pay using the link provided on the invoice.

**** Booking Restrictions ****

Bookings are unable to be made within a 24 hour time frame.

Please email venues@epw.qld.gov.au for same day or next day bookings.

**** Cancellation Restrictions ****

Please note you can only cancel bookings online more than 6 business days out.

Please email venues@epw.qld.gov.au for your cancellations closer to your date.

Kind regards

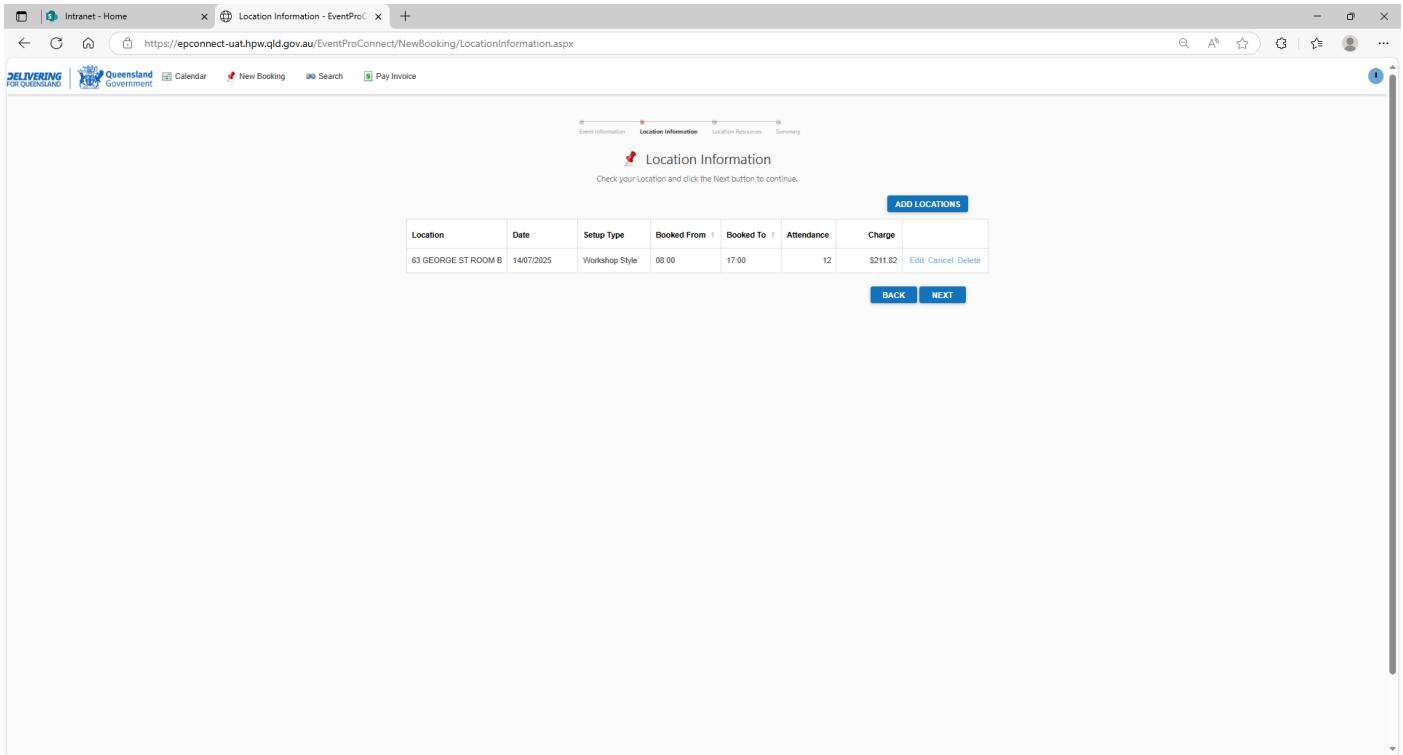
DHPW Conference Room Team

(07) 3008 2746 or (07) 3008 2747

MAKE A RECURRING BOOKING

When making a new booking, and the event is over more than one day, start the booking as in the [above](#) 'Make a New Booking'.

When you get to this page, Location Information, select ADD LOCATIONS.



Location Information

Check your Location and click the Next button to continue.

ADD LOCATIONS

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
63 GEORGE ST ROOM B	14/07/2025	Workshop Style	08:00	17:00	12	\$211.82

BACK **NEXT**

Complete the 'Booked Date From' and 'Booked date To', which can be a single day or multiple days if the dates are consecutive.

Remember to change the 'Booked To Time', and select the 'Setup Type'.

Note: ALL repetitive bookings must be in the same Building, eg. All in 63 George Street or All in 53 Albert Street, you cannot make a repetitive booking that has some days in one building and some days in another.

Select SUBMIT.

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
63 GEORGE ST ROOM B	14/07/2025	Workshop Style	08:00	17:00	12	\$211.82
63 GEORGE ST ROOM B	15/07/2025	Workshop Style	08:00	17:00	12	\$211.82

Continue to ADD LOCATIONS until you have entered all bookings.

Select NEXT and continue to complete the booking until you receive the Success page.

Note: Please add resources to each recurring booking, if required.

Refer 'Make a New Booking'.

EDIT OR CANCEL A BOOKING

TO EDIT YOUR BOOKING

Use the Search function and enter the booking number. Or just search 'Own Events Only'. Select Edit from the right hand column.

If you can see the booking in the calendar, you can hover over the booking and select EDIT from the dialogue box that pops up.

Select NEXT to get to the screen that you wish to change.

Either changing times, adding another date or adding resources/equipment.

Remember to go all the way to select FINISH and receive the Success page.

Note: If an Invoice has been raised for this booking, you will not be able to make any changes.

Please email the conference Room at venues@epw.qld.gov.au to make the changes.

TO CANCEL YOUR BOOKING

Note: You can only cancel online 6 business days or more prior to the booking date.

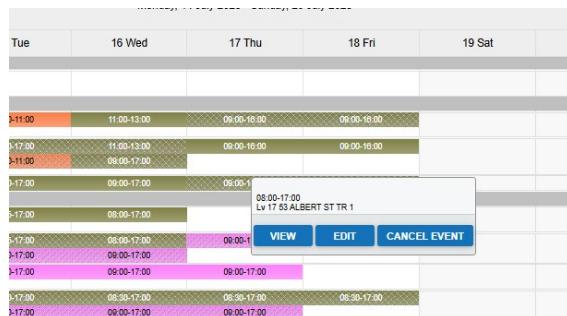
For any cancellations less than 6 business days prior, please email venues@epw.qld.gov.au, however our Terms And Conditions are that cancellations less than 5 business are subject to the full cost of the booking.

Note also that If an Invoice has been raised for this booking, you will not be able to cancel.

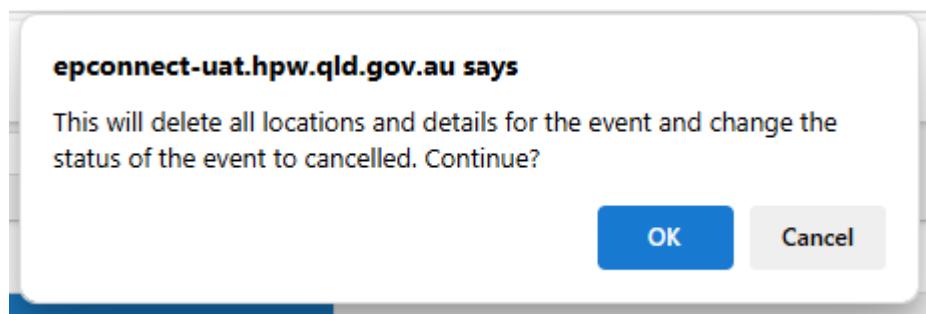
Please email the conference Room at venues@epw.qld.gov.au to request a cancellation.

Use the Search function and enter the booking number. Or just search 'Own Events Only'. Select Cancel from the right hand column.

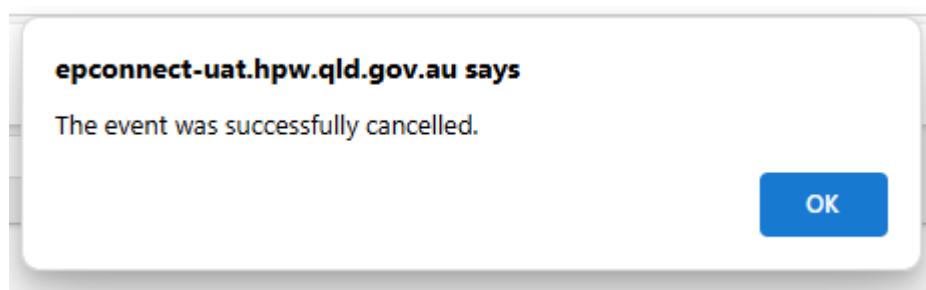
If you can see the booking in the calendar, you can hover over the booking and select CANCEL from the dialogue box that pops up.



After selecting cancel, you will get this message.



Select OK, and Event Cancelled message is displayed.



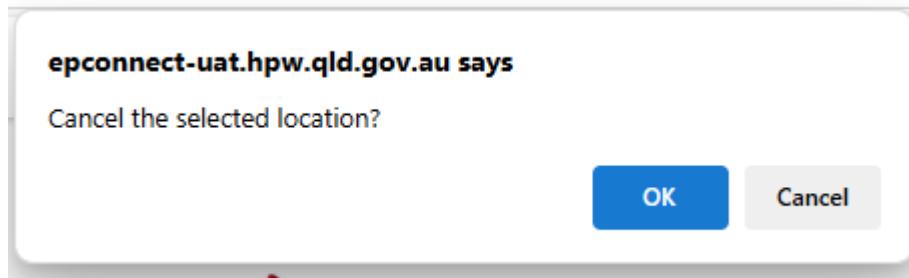
TO CANCEL A RECURRING BOOKING

Use the Search function and enter the booking number. Or just search 'Own Events Only'. Select Edit from the right hand column.

If you can see the booking in the calendar, you can hover over the booking and select EDIT from the dialogue box that pops up.

Select NEXT.

Select Cancel for the date required.



Select OK, and this instance/date is cancelled.

DELIVERING FOR QUEENSLAND Queensland Government

Event Information Location Information Location Resources Summary

Location Information

Check your Location and click the Next button to continue.

Location	Date	Setup Type	Booked From ↑	Booked To ↑	Attendance	Charge	
Lv 17 53 ALBERT ST TR 3	29/07/2025	CUSTOM	08:00	17:00	25	\$690.91	Edit Cancel Delete
Lv 17 53 ALBERT ST TR 3	30/07/2025	CUSTOM	08:00	17:00	26	\$0.00	Edit Cancel Delete
Lv 17 53 ALBERT ST TR 3	31/07/2025	CUSTOM	08:00	17:00	25	\$690.91	Edit Cancel Delete

BACK NEXT FINISH

Continue for other dates if required.

Select FINISH.

The screenshot shows a web browser window for the Queensland Government Accommodation Office. The title bar reads 'Booking Successful - EventProConnect'. The URL is 'https://epconnect-uat.hpw.qld.gov.au/EventProConnect/NewBooking/Success.aspx'. The page content includes:

- Success**: Your booking has been successfully completed.
- EVENT INFORMATION**

Booking #:	96774
Status:	WEB CONFIRMED
Event Name:	Brian Sullivan Training
Est Attendance:	25
Event Comments:	Facilitator Arrival 0600
- Facilitator Arrival Time:** 08:00
Event Start: 08:00
Event Finish: 17:00
- LOCATION INFORMATION**

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
> Lv 17 53 ALBERT ST TR 3	29/07/2025	CUSTOM	08:00	17:00	25	\$690.91
> Lv 17 53 ALBERT ST TR 3	30/07/2025	CUSTOM	08:00	17:00	25	\$0.00
> Lv 17 53 ALBERT ST TR 3	31/07/2025	CUSTOM	08:00	17:00	25	\$690.91
- SUMMARY INFORMATION**

Location Total:	\$1,381.82
Setup Total:	\$0.00
Staffing Total:	\$0.00
Catering Total:	\$0.00
Beverage Total:	\$0.00
Package Total:	\$0.00
Total:	\$1,381.82
Taxes:	\$138.18
Total Tax In:	\$1,520.00
Payments:	\$0.00
Balance:	\$1,520.00
- PRINT** button

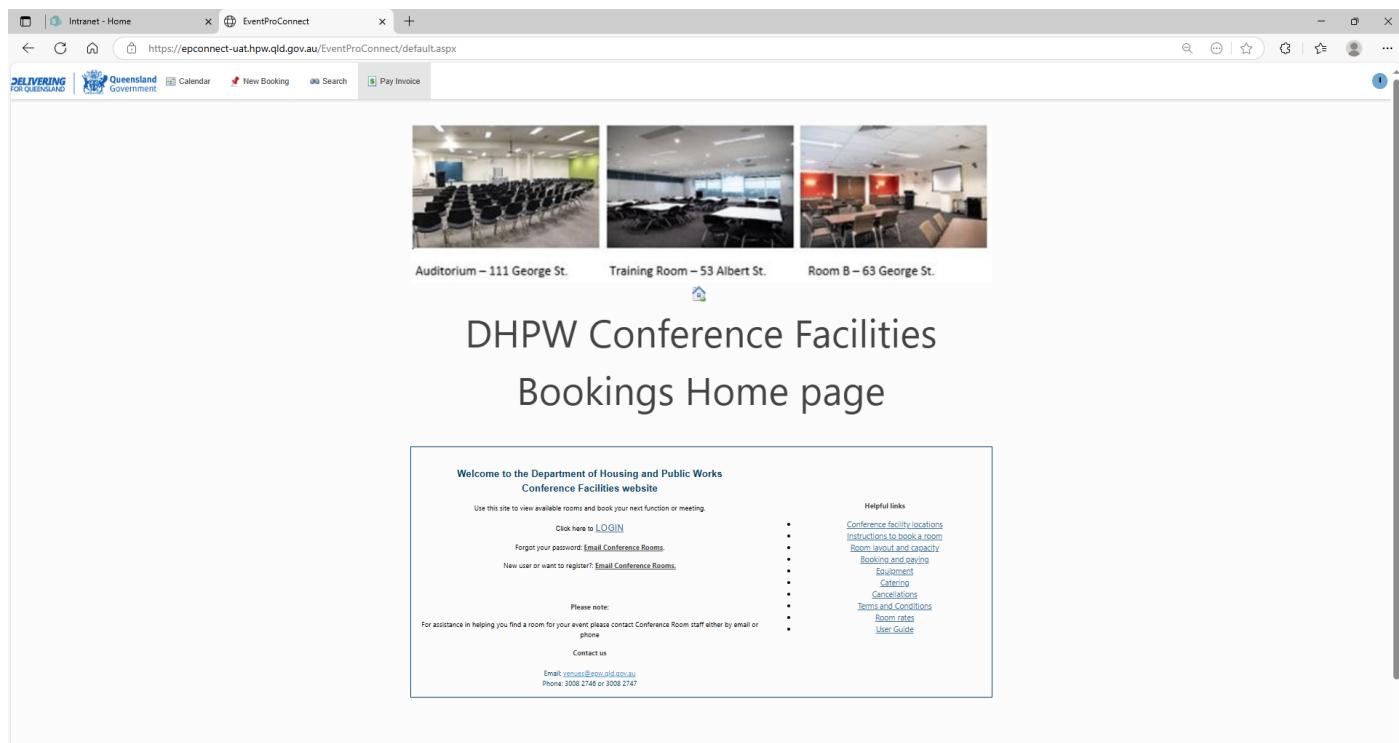
You receive the success page amended for the cancelled dates.

PAYING AN INVOICE

You can pay an invoice two ways –

- Via the *Pay Invoice* (on the home page, or menu above the Calendar)
- Via the *Pay Now* button at the bottom of the invoice

If paying through *Pay Invoice*, navigate to the home page and click ‘Pay Invoice’ then enter your invoice number (C*****) and the validation code from the invoice and select NEXT.



DHPW Conference Facilities Bookings Home page

Pay Invoice

To pay your invoice enter the invoice number and validation code below.

SELECT INVOICE

Invoice #:*

Validation Code:*

NEXT

 **Pay Invoice**

To pay your invoice enter the invoice number and validation code below.

SELECT INVOICE

Invoice #:*

Validation Code:/*

NEXT

Intranet - Home Invoice Information - EventProCo

<https://epconnect-uat.hpw.qld.gov.au/EventProConnect/PayInvoice/InvoiceInformation.aspx>

 **Pay Invoice**

To pay your invoice enter the invoice number and validation code below.

INVOICE

Invoice #	C26729
Invoice Date:	8/07/2025
Due Date:	7/07/2025
Description:	KDTest1

SUMMARY

Total Amount:	\$211.82
Discounts:	\$0.00
Surcharges:	\$0.00
Net Amount:	\$211.82
Taxes:	\$21.18
Invoice Total:	\$233.00
Payments/Credits:	\$0.00
Amount Due:	\$233.00

PAY NOW

The PAY NOW button takes you directly to BPoint, where you enter the Credit Card details and make the payment.

bpoint.com.au/payments/deptohousingandpublicworks?in_pay_token=1d887bb6-f8b4-4877-9ad5-180751a0baef&IsFixed=1

 **BPOINT**
Receivables Solution

Supported by the  Commonwealth Bank

Make a BPOINT Payment

Biller Code: **1338110** (QGAO PUBLIC WORKS - Online Payment)

Invoice No:

Customer Reference Number:

Client Name:

Amount (AUD):

Select your payment option:  

Supported by Commonwealth Bank © Commonwealth Bank of Australia 2009-2025 ABN 46 123 123 124

When using the Pay Now button on the Invoice, this takes you directly to BPoint.

This is useful if you are passing the invoice to another person to make the payment.

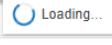
 Department of Housing and Public Works GPO Box 2457, Brisbane QLD 4001 Phone: 07 3008 2746 Email: venues@epw.qld.gov.au Website: https://www.forgov.qld.gov.au/conference-training-and-meeting-rooms ABN 72 759 122 178	<div style="text-align: right; margin-bottom: 10px;"> Tax Invoice </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Bill To: Department of Defence Address: R1-1-A025 Russell Offices Canberra, ACT 2600 Australia C/O: Dixon, Ian </div> <div style="width: 45%;"> Invoice #: C26729 Invoice Date: 8/07/2025 Invoice Due: 7/07/2025 Online Payment Validation: D9D6 </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> For: KDTest1: Monday, July 07, 2025 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item Type</th> <th style="width: 40%;">Item Description</th> <th style="width: 10%;">Charge Code</th> <th style="width: 10%;">Total</th> <th style="width: 10%;">Discount</th> <th style="width: 10%;">Net Amount</th> </tr> </thead> <tbody> <tr> <td>Location</td> <td>96797: 63 GEORGE STREET/63 GEORGE STROO</td> <td>202196</td> <td>\$211.82</td> <td></td> <td>\$211.82</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Total Amount:</td> <td colspan="2" style="text-align: right;">\$211.82</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">GST</td> <td colspan="2" style="text-align: right;">\$21.18</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Invoice Total:</td> <td colspan="2" style="text-align: right;">\$233.00</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right;">Amount Due:</td> <td colspan="2" style="text-align: right;">\$233.00</td> </tr> </tbody> </table> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p>HOW TO PAY:</p> <p>CREDITCARD: Go to https://epconnect.hpw.qld.gov.au and click the 'Pay Invoice' tab</p> <p>Enter your Invoice #: C26729 and the Validation Code: D9D6</p> <p>Or simply press the 'Pay Now' button:</p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #0072BD; color: white; border: 1px solid #0072BD; padding: 5px; border-radius: 10px; width: 150px; height: 30px; font-weight: bold; font-size: 14px; text-decoration: none; margin: 0 auto;" type="button" value="Pay Now"/> </div> </div>	Item Type	Item Description	Charge Code	Total	Discount	Net Amount	Location	96797: 63 GEORGE STREET/63 GEORGE STROO	202196	\$211.82		\$211.82				Total Amount:	\$211.82					GST	\$21.18					Invoice Total:	\$233.00					Amount Due:	\$233.00	
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			Amount Due:	\$233.00																																	

SAME DAY OR NEXT DAY BOOKINGS

The system prevents same or next day bookings.

If you require a same or next day booking, please email venues@epw.qld.gov.au for assistance to make the booking.

TIPS

- When making a new booking, make sure to go through all the steps and get the Success page
- Choose a password that is at least 7 characters long, cannot contain your username, and must contain characters from at least 3 of these 4 categories: Uppercase letters, Lowercase letters, digits 0 through 9, non-alphanumeric characters.
- The Search function is a quick way to find all your bookings
- Use the drop down calendar to go to a specific date (the Calendar display 2 weeks at a time), but wait for the  Loading... caption to finish
- Any colour, other than pale yellow, and with times is a booking already made
- When making a recurring booking, please add resources to each date, if required
- The Pay Now button on the Invoice is the easiest way to make a payment
- For any assistance or question regarding our Conference Rooms, please call 3008 2746 or 3008 2747, or email venues@epw.qld.gov.au