

Online Conference Room Booking

User Guide



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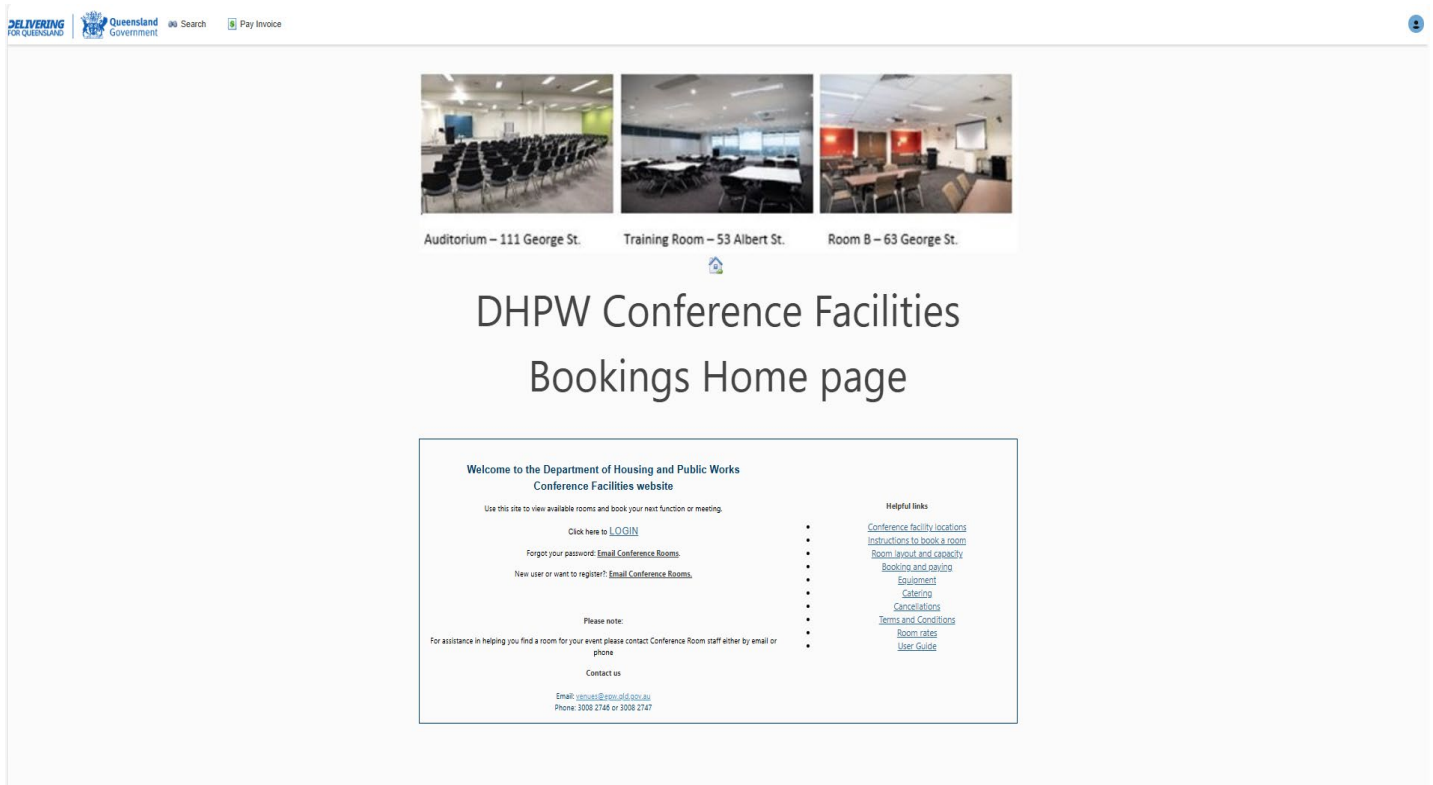
EPCONNECT

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.



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](#)

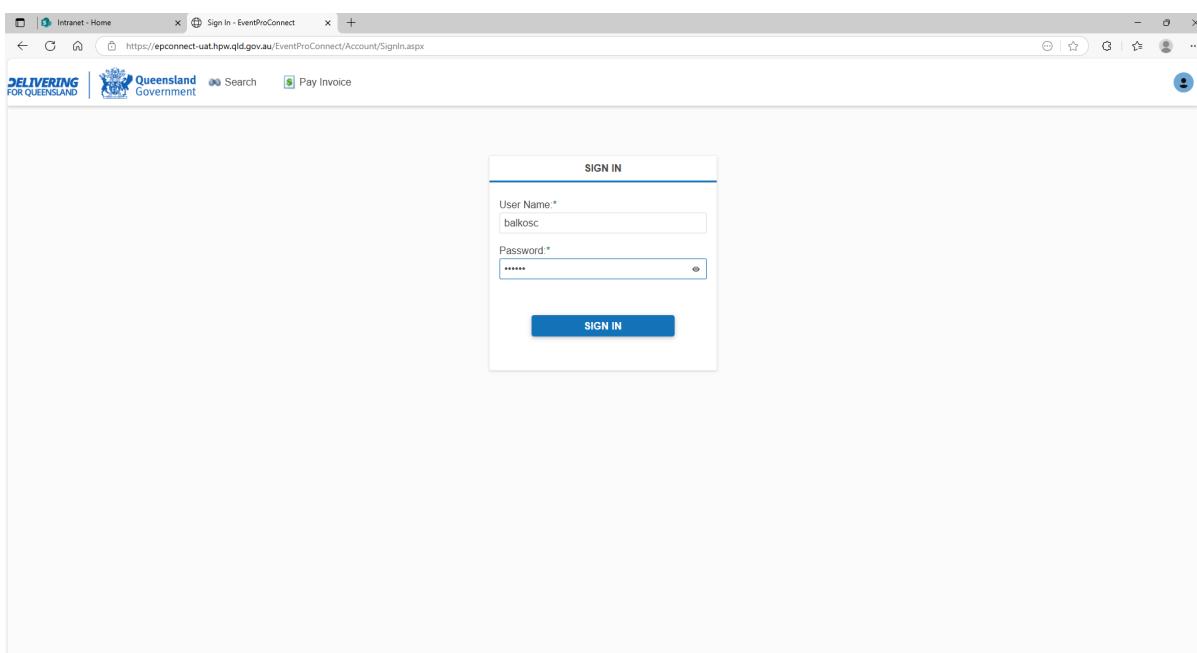
New user or want to register? [Email Conference Rooms](#)

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: conr@hpw.qld.gov.au
Phone: 3008 2748 or 3008 2747

Helpful links

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



SIGN IN

User Name *

balkosc

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.

Change Account Password

Enter your old password and the new password you would like to change to for your account.

CURRENT LOGIN INFORMATION

User Name: BalkosC

Old Password:

NEW PASSWORD

New Password:

Minimum 7 characters in length

Password strength:

Confirm Password:

SAVE

Change Account Password

Enter your old password and the new password you would like to change to for your account.

CURRENT LOGIN INFORMATION

User Name: BalkosC

Old Password:

NEW PASSWORD

New Password:

Minimum 7 characters in length

Password strength: Strong

Confirm Password:

SAVE

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

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

GENERAL INFORMATION | INVOICES | PAYMENTS | EVENTS

LOGIN INFORMATION

User Name: BalkosC CHANGE PASSWORD

COMPANY INFORMATION

Name: Department of Defence
Address: R1 - 1 - A025 Russell Offices
City: Canberra
State/Province: ACT
Zip/Postal Code: 2600
Country: Australia

CONTACT INFORMATION

Title:
Last Name: Balkos
First Name: Corinne
Initial:

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: Group Location: Location

Showing locations 1 to 13 of 13

< > 8 JULY - 21 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
63 GEORGE STREET														
83 GEORGE ST ROOM 8														09:00-17:00
111 GEORGE STREET														
111 GEORGE AUDITORIUM	08:10-12:00	09:00-12:00	12:00-13:00				06:00-17:00	12:00-11:00	11:00-13:00	06:00-10:00	06:00-10:00			09:00-18:00
111 George Street AUD-ROOM 3 (Book whole area)	09:00-12:00	09:00-12:00	12:00-13:00				09:00-17:00	09:00-12:00	11:00-13:00	09:00-10:00	09:00-10:00			09:00-10:00
111GEORGE ROOM 3		09:00-12:00					06:00-17:00	09:00-17:00	09:00-17:00	06:00-10:00	06:00-10:00			
53 ALBERT ST														
Lv 17 53 ALBERT ST TR 1		13:00-19:30						07:45-17:00	09:00-17:00					
Lv 17 53 Albert St TR1 + TR2		08:00-17:00		07:00-17:00				07:45-17:00	09:00-17:00	06:00-17:30				
Lv 17 53 ALBERT ST TR 2		08:00-17:00		07:00-17:00				09:00-17:00	09:00-17:00	09:00-17:00				
		08:00-17:00						09:00-17:00	09:00-17:00	09:00-17:00				

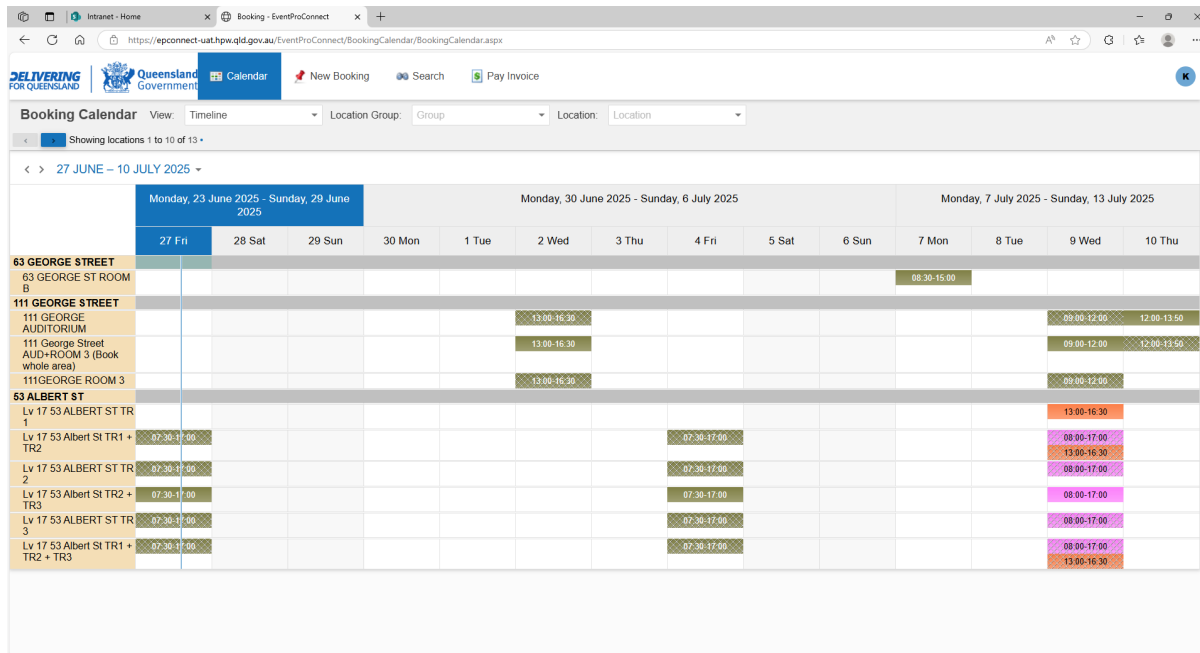
Select Calendar.

CALENDAR

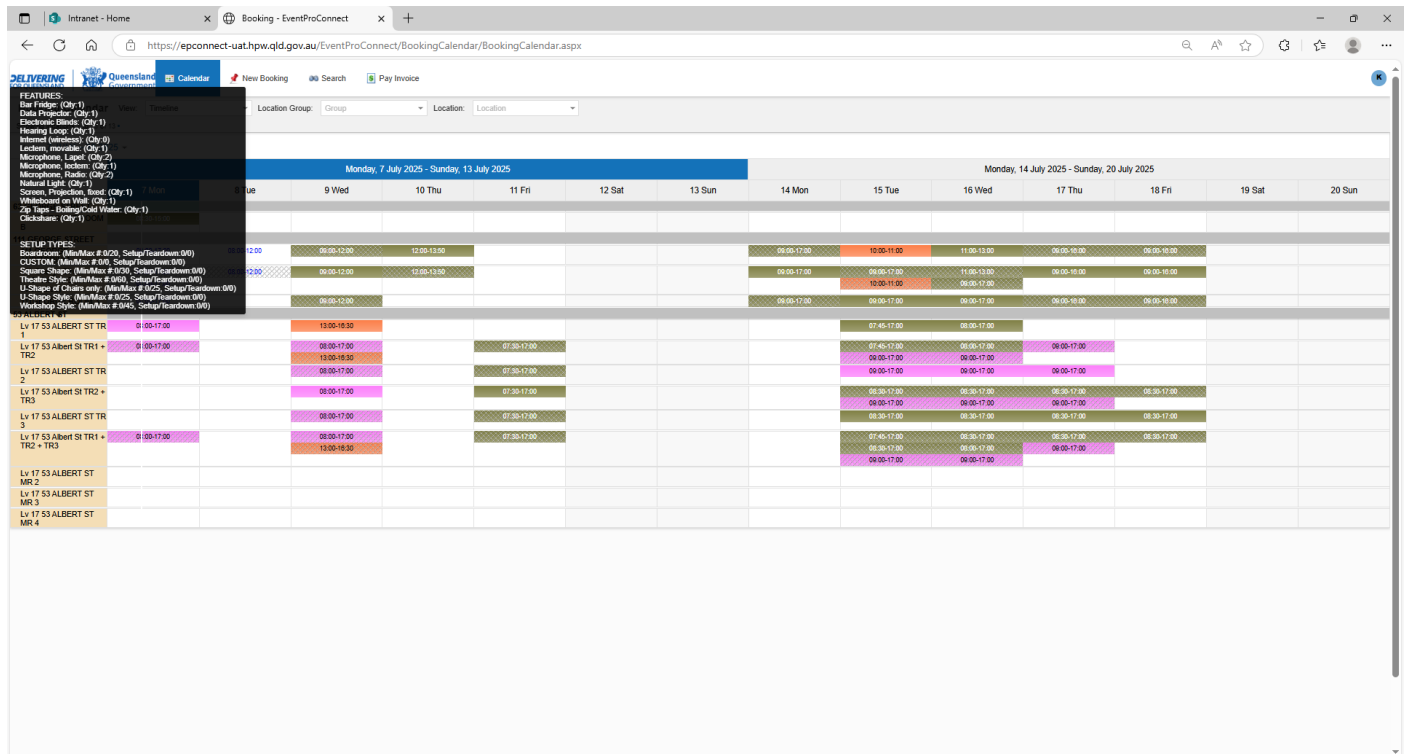
Locations – are listed down the left hand side of the calendar.

Dates – are listed across the top of the page

The calendar displays 2 weeks at a time.



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



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

The screenshot shows the 'Booking Calendar' interface. The 'Location Group' dropdown menu is open, displaying the following options:

- 63 GEORGE STREET
- 111 GEORGE STREET
- 53 ALBERT ST

The calendar view shows a timeline from Sunday, 13 July 2025 to Sunday, 20 July 2025. The left sidebar lists various locations, including 63 GEORGE STREET, 111 GEORGE STREET, and 53 ALBERT ST, with their respective room numbers and floor levels.

or location (room).

The screenshot shows the 'Booking Calendar' interface. The 'Location' dropdown menu is open, displaying the following options:

- 63 GEORGE ST ROOM B
- 111 GEORGE AUDITORIUM
- 111 George Street AUD+ROOM 3 (Book whole area)
- 111GEORGE ROOM 3
- Lv 17 53 ALBERT ST TR 1
- Lv 17 53 Albert St TR1 + TR2

The calendar view shows a timeline from Sunday, 13 July 2025 to Sunday, 20 July 2025. The left sidebar lists various locations, including 63 GEORGE STREET, 111 GEORGE STREET, and 53 ALBERT ST, with their respective room numbers and floor levels.

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

The screenshot shows the 'Booking Calendar' interface. At the top, there are navigation links: 'DELIVERING FOR QUEENSLAND', 'Queensland Government', 'Calendar', 'New Booking', 'Search', and 'Pay Invoice'. Below these, there are filters for 'View: Timeline', 'Location Group: Group', and 'Location: Location'. The main calendar area shows a grid of dates. A dropdown menu is open, showing the current month (JULY) and the next month (AUGUST). The dropdown menu has a red box around the forward arrow (right-pointing chevron) and the text 'JULY - 17 2025'. The calendar grid displays various time slots and booking status indicators like 'Unavailable' and 'Loading...'.

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 the 'Search' function interface. At the top, there's a navigation bar with 'Intranet - Home' and 'Find Booking - EventProConnect'. Below this is a search bar with the URL 'https://epconnect-uat.hpw.qld.gov.au/EventProConnect/FindBooking/FindBooking.aspx'. The main section is titled 'Search' and includes a prompt 'Enter your criteria for the search and then click on the Search button below.' Below this is a 'QUICK DATES' section with buttons for 'LAST WEEK', 'YESTERDAY', 'TODAY', 'THIS WEEK', 'TOMORROW', and 'NEXT WEEK'. The 'SEARCH CRITERIA' section contains several input fields: 'Date From:', 'Date To:', 'Category:', 'Booking #:', 'Event Name:', 'Status:', 'Location Group:', and 'Location:'. The 'Own Events Only' checkbox is checked. At the bottom of the search criteria section, there are two buttons: 'SEARCH' and 'RESET'. The 'SEARCH' button is highlighted with a red box. Below the search criteria, there is a table header with columns: 'Book #', 'Event Name', 'Status', 'From', 'To', 'Event Category', and 'Note'. The table currently displays 'No results to display'.

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' function interface with search results. The 'SEARCH CRITERIA' section is the same as in the previous screenshot, with the 'SEARCH' button highlighted. Below the search criteria, there is a table with columns: 'Book #', 'Event Name', 'Status', 'From', 'To', 'Event Category', and 'Note'. The table contains several rows of booking data. To the right of the table, there is a column with buttons: 'View', 'Edit', and 'Cancel'. The 'View', 'Edit', and 'Cancel' buttons for the first two rows are highlighted with a red box.

Book #	Event Name	Status	From	To	Event Category	Note	
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	Testing1	CONFIRMED-W	4/07/2025	4/07/2025			View
96796	Test 1	WAVE 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
95814	Our Place Community	CONFIRMED-W	28/05/2025	28/05/2025			View

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

MAKE A NEW BOOKING

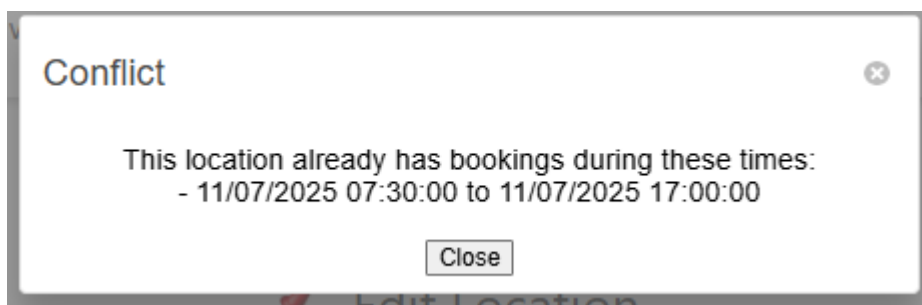
Existing bookings will appear in the calendar with Time and a colour, other than 'pale yellow'.

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

These rooms are not available and cannot be booked.

Monday, 7 July 2025 - Sunday, 13 July 2025							Monday, 14 July 2025 - Sunday, 20 July 2025						
7 Mon	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													
111 GEORGE STREET													
111 GEORGE AUDITORIUM													
111 George Street AUD+ROOM 3 (Book whole area)													
111GEORGE ROOM 3													
53 ALBERT ST													
Lv 17 53 ALBERT ST TR 1													
Lv 17 53 Albert St TR1 + TR2													
Lv 17 53 ALBERT ST TR 2													
Lv 17 53 Albert St TR2 + TR3													
Lv 17 53 ALBERT ST TR 3													
Lv 17 53 Albert St TR1 + TR2 + TR3													
Lv 17 53 ALBERT ST MR 2													
Lv 17 53 ALBERT ST MR 3													
Lv 17 53 ALBERT ST MR 4													

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 the 'Booking Calendar' interface. At the top, there are tabs for 'Calendar', 'New Booking', 'Search', and 'Pay Invoice'. Below the tabs, there are filters for 'View: Timeline', 'Location Group: Group', and 'Location: Location'. The main area displays a calendar grid for the period '7 JULY - 20 JULY 2025'. The grid shows rooms and their availability for each day. A red box highlights the 'New Booking' button in the top right corner of the calendar grid.

The screenshot shows the 'Event Information' form. The form contains the following fields:

- Booking #: 0
- Status: TENTATIVE WEB BOOKING
- Event Name*: UAT Test2
- Est Attendance*: 20
- Event Comments:
- Facilitator Arrival Time*: 08:00
- Event Start*: 08:30
- Event Finish*: 14:30

A 'NEXT' button is located at the bottom of the form.

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.

Edit Location

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

CANCEL 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.

Edit Location

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:

Setup Type	Capacity	Minimum Capacity
Workshop Style	45	0

CANCEL SUBMIT

Click **SUBMIT**.

Location Information

Check your Location and click the Next button to continue.

[ADD LOCATIONS](#)

Location	Date	Setup Type	Booked From ↑	Booked To ↑	Attendance	Charge	
Lv 17 53 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$690.91	Edit Cancel Delete

[BACK](#) [NEXT](#)

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.

Location Resources

Add setup items to your Location and click the next button to continue.

LOCATIONS

#	Location	Date	Setup Type	Booked From ↑	Booked To ↑	Attendance	Charge	#
>	<input type="radio"/>	Lv 17 53 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$690.91

RESOURCE CATEGORIES

RESOURCE ITEMS

No data to display

[BACK](#) [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 in the EventProConnect system. The page has a navigation bar with 'Intranet - Home' and 'Location Resources - EventProConnect'. The main content area is titled 'Location Resources' and includes a sub-header 'Add setup items to your Location and click the next button to continue.' Below this, there are two main sections: 'LOCATIONS' and 'RESOURCE CATEGORIES'.

LOCATIONS

#	Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	#
>	Lv 17 53 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$690.91	

RESOURCE CATEGORIES

Setup

- 111 George Street Auditorium Equipment
- 111 George St Meeting Room 3 Equipment
- 53 Albert St Meeting Room Equipment
- 53 Albert Street Training Room Equipment**
- 63 George Street Equipment

RESOURCE 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
- Media Present TV/Reporters \$0.00
- Whiteboard On Wall - inc markers \$0.00

At the bottom of the page, there are two buttons: 'BACK' and 'NEXT'.

The screenshot shows the 'Add Item' dialog box in the EventProConnect system. The dialog box is titled 'Add Item' and contains the following information:

Flip Chart Stand for Training Rooms only 1 per room

Required From: 08:00

Required To: 17:00

Quantity: 1

Charge: \$0.00

Total: \$0.00

SPECIAL REQUIREMENTS

At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'SUBMIT'.

Select SUBMIT.

Intranet - Home x Location Resources - EventProCo x +

https://epconnect-uat.hpw.qld.gov.au/EventProConnect/NewBooking/LocationResources.aspx

DELIVERING FOR QUEENSLAND Queensland Government Calendar New Booking Search Pay Invoice

Event Information Location Information **Location Resources** Summary

Location Resources

Add setup items to your Location and click the next button to continue.

LOCATIONS

#	Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	#
✓	Lv 17 53 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$690.91	

Setup

Description	Qty	# Staff	Hours	Charge	Total Charge	
Flip Chart Stand for Training Rooms only 1 per room	1.00	N/A	N/A	\$0.00	\$0.00	Edit Delete

RESOURCE CATEGORIES

Setup

- 111 George Street Auditorium Equipment
- 111 George St Meeting Room 3 Equipment
- 53 Albert St Meeting Room Equipment
- 53 Albert Street Training Room Equipment**

RESOURCE 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	Media Present TV/Reporters \$0.00
Whiteboard On Wall - inc markers \$0.00			

The requested resources are added to the booking.

Continue to select other resources or click NEXT.

Intranet - Home x Summary - EventProConnect x +

https://epconnect-uat.hpw.qld.gov.au/EventProConnect/NewBooking/Summary.aspx

DELIVERING FOR QUEENSLAND Queensland Government Calendar New Booking Search Pay Invoice

Event Information Location Information Location Resources **Summary**

Summary

Your event is ready to be submitted. Please review your event details and click the Finish button to complete it.

EVENT INFORMATION

Booking #: 0

Status: TENTATIVE WEB BOOKING

Event Name: UNIT Test

Est. Attendance: 20

Event Comments:

Facilitator Arrival 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 53 ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$690.91

Setup

Description	Qty	# Staff	Hours	Charge	Total Charge
Flip Chart Stand for Training Rooms only 1 per room	1.00	N/A	N/A	\$0.00	\$0.00

SUMMARY INFORMATION

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
Taxes:	\$69.09
Total Tax In:	\$760.00
Payments:	\$0.00
Balance:	\$760.00

[BACK](#) [FINISH](#)

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.

Success
Your booking has been successfully completed.

EVENT INFORMATION

Booking #: 96805
Status: TENTATIVE WEB BOOKING
Event Name: UAT Test2
Est Attendance: 20
Event Comments:

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

LOCATION INFORMATION

Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge
Lx 17 ED ALBERT ST TR 1	18/07/2025	Workshop Style	08:00	17:00	20	\$890.91

Description	Qty	# Size	Hours	Charge	Total Charge
Flip Chart Stand for Training Rooms only 1 per room	1.00	N/A	N/A	\$0.00	\$0.00

SUMMARY INFORMATION

Location Total:	\$890.91
Setup Total:	\$0.00
Buffing Total:	\$0.00
Catering Total:	\$0.00
Beverage Total:	\$0.00
Package Total:	\$0.00
Total:	\$890.91
Taxes:	\$89.09
Total Tax In:	\$760.00
Payments:	\$0.00
Balance:	\$760.00

[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.

The screenshot displays the 'Location Information' page within a web application. The page has a header with navigation links: 'Event Information', 'Location Information' (active), 'Location Resources', and 'Summary'. Below the header, there is a red star icon and the title 'Location Information'. A message states: 'Check your Location and click the Next button to continue.' A blue button labeled 'ADD LOCATIONS' is positioned above a table. The table contains one row of booking data:

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

Below the table, there are three buttons: 'BACK', 'NEXT', and 'DELETE' (partially visible). The 'NEXT' button is highlighted in blue.

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

BOOKING INFORMATION

Booked Date From: 15/07/2025

Booked Date To: 15/07/2025

Booked From Time: 08:00

Booked To Time: 17:00

Location: 63 GEORGE ST ROOM B

Setup Type:

Attendance:

Location	Capacity	Minimum Capacity
63 GEORGE ST ROOM B	20	0
111 GEORGE AUDITORIUM	160	0
111 GEORGE STREET AUD-ROOM 3 (Book w/ 0	0	0
111GEORGE ROOM 3	50	0
Lv 17 53 ALBERT ST TR 1	60	0
Lv 17 53 ALBERT ST TR1 + TR2	0	0
Lv 17 53 ALBERT ST TR 2	60	0

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 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 Edit Cancel Delete
63 GEORGE ST ROOM B	15/07/2025	Workshop Style	08:00	17:00	12	\$211.82 Edit Cancel Delete

BACK **NEXT**

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.

The screenshot shows the 'Booking Calendar' interface. The top navigation bar includes 'Intranet - Home', 'Booking - EventProConnect', and a search bar. The main area displays a calendar grid for the period from Monday, 7 July 2025 to Sunday, 20 July 2025. The calendar shows various rooms and their availability. A tooltip is visible over a booking on Monday, 14 July 2025, showing options to VIEW, EDIT, or CANCEL the event.

The screenshot shows the 'Event Information' form. The form contains the following fields:

- Booking #: 96805
- Status: TENTATIVE WEB BOOKING
- Event Name*: UAT Test2
- Est Attendance*: 20
- Event Comments:
- Facilitator Arrival Time*: 08:00
- Event Start*: 08:30
- Event Finish*: 14:30

The form includes a 'Please Note' section and a 'NEXT' button.

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.

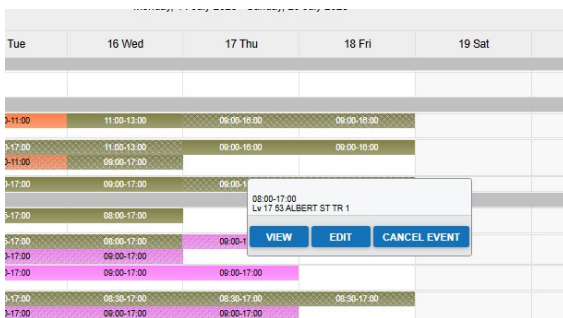
For any cancellations less than 6 business days prior, please email venues@epw.qld.gov.au, however our Terms And Conditions are that cancellations less than 5 business are subject to the full cost of the booking.

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

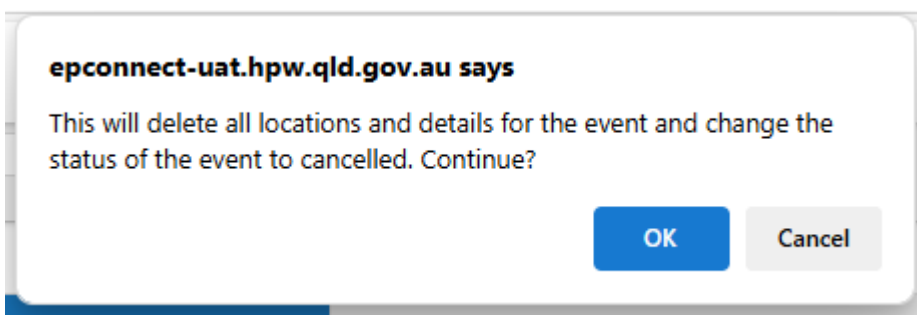
Please email the conference Room at venues@epw.qld.gov.au to request a cancellation.

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

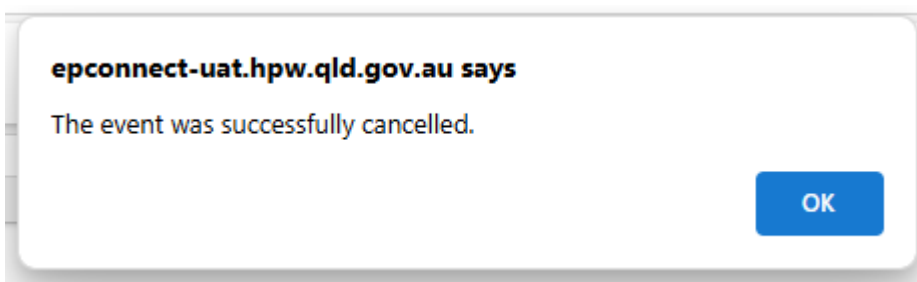
If you can see the booking in the calendar, you can hover over the booking and select CANCEL from the dialogue box that pops up.



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.

The screenshot shows the 'Event Information' form in the EventProConnect system. The form is titled 'Event Information' and includes a progress bar with steps: Event Information, Location Information, Location Resources, and Summary. The form contains the following fields:

- Booking #: 96774
- Status: WEB CONFIRMED
- Event Name: Brian Sullivan Training
- Est Attendance: 25
- Event Comments: Facilitator Arrival 0800
- Facilitator Arrival Time: 08:00
- Event Start: 08:00
- Event Finish: 17:00

At the bottom of the form, there are two buttons: 'NEXT' and 'FINISH'.

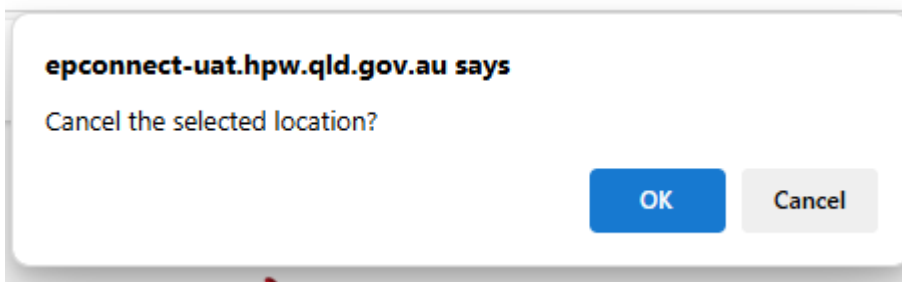
Select NEXT.

The screenshot shows the 'Location Information' table in the EventProConnect system. The table is titled 'Location Information' and includes a progress bar with steps: Event Information, Location Information, Location Resources, and Summary. The table contains the following data:

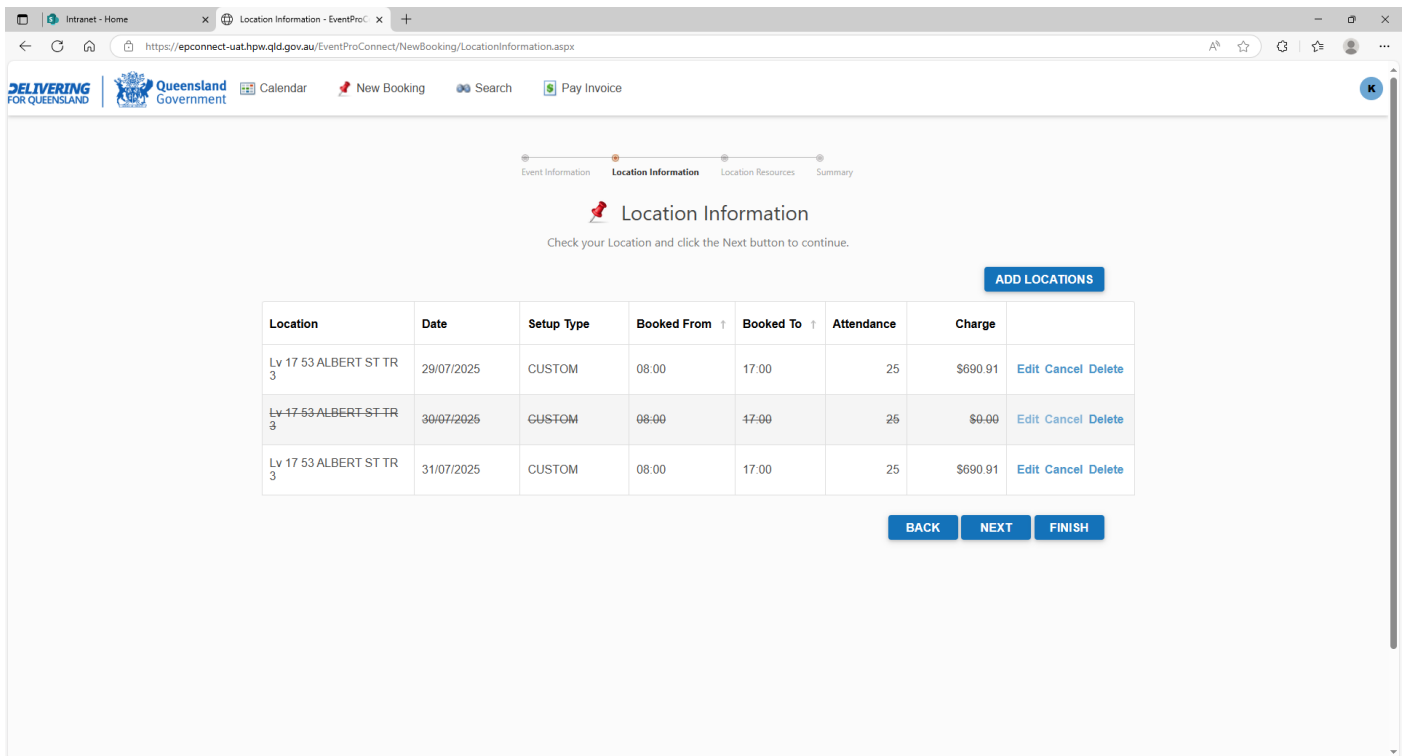
Location	Date	Setup Type	Booked From	Booked To	Attendance	Charge	
Lv 17 53 ALBERT ST TR 3	29/07/2025	CUSTOM	08:00	17:00	25	\$690.91	Edit Cancel Delete
Lv 17 53 ALBERT ST TR 3	30/07/2025	CUSTOM	08:00	17:00	25	\$690.91	Edit Cancel Delete
Lv 17 53 ALBERT ST TR 3	31/07/2025	CUSTOM	08:00	17:00	25	\$690.91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

At the bottom of the table, there are three buttons: 'BACK', 'NEXT', and 'FINISH'.

Select Cancel for the date required.



Select OK, and this instance/date is cancelled.



Continue for other dates if required.

Select FINISH.

Intranet - Home

Booking Successful - EventProConnect

https://epconnect-uat.hpw.qld.gov.au/EventProConnect/NewBooking/Success.aspx

DELIVERING FOR QUEENSLAND

Queensland Government

Calendar

New Booking

Search

Pay Invoice

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 0800

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:

\$136.18

Total Tax In:

\$1,520.00

Payments:

\$0.00

Balance:

\$1,520.00

PRINT

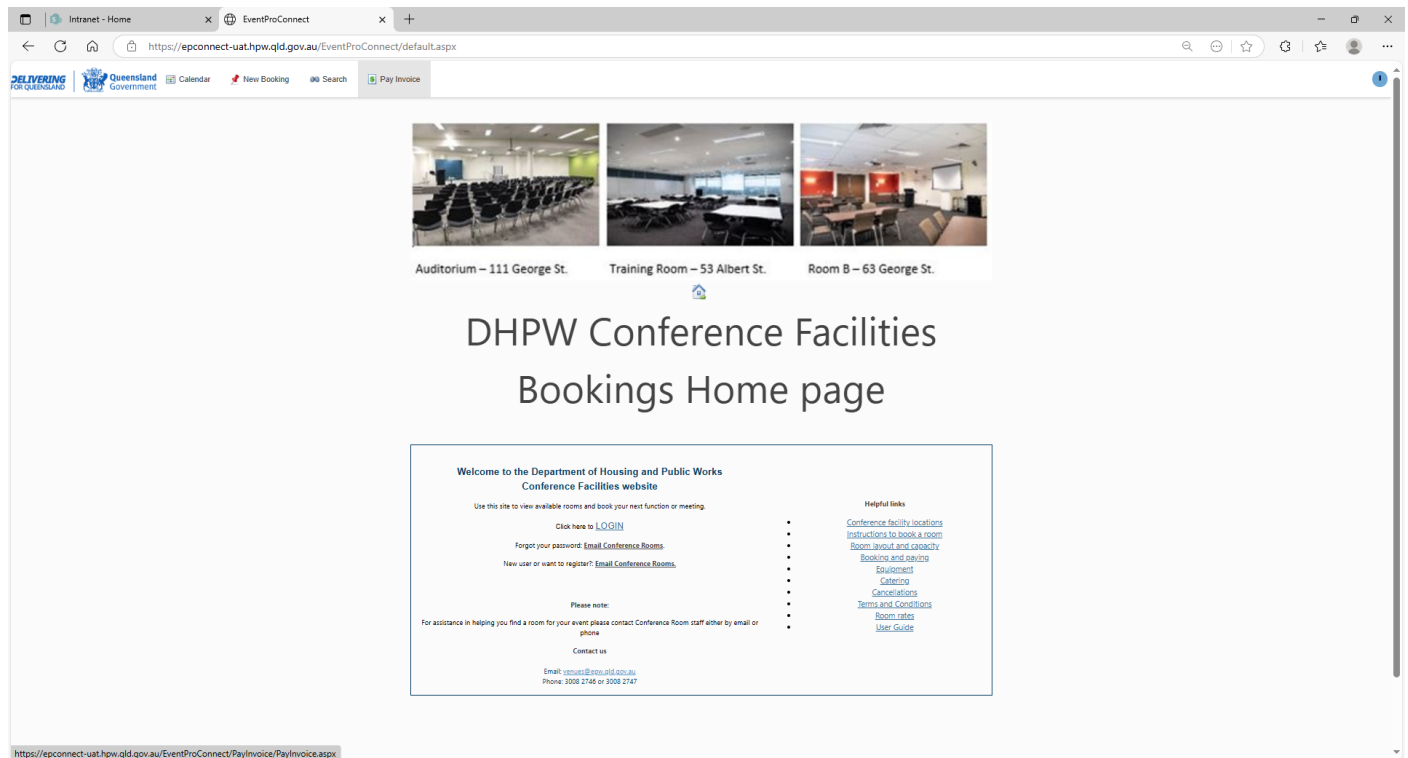
You receive the success page amended for the cancelled dates.

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.



The screenshot shows the 'Pay Invoice' form. At the top, there is a blue button labeled 'Pay Invoice'. Below the button, the form has a title 'Pay Invoice' and a subtitle 'To pay your invoice enter the invoice number and validation code below.' The form contains two input fields: 'Invoice #' and 'Validation Code:'. Below the input fields is a blue button labeled 'NEXT'.

 **Pay Invoice**

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

SELECT INVOICE

Invoice #:


Validation Code:

NEXT

Intranet - HomeInvoice Information - EventProCo: +

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

DELIVERING FOR QUEENSLANDQueensland GovernmentCalendarNew BookingSearchPay Invoice

 **Pay Invoice**

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

INVOICE

Invoice #: C26729
Invoice Date: 06/12/2025
Due Date: 16/12/2025
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/deptofhousingandpublicworks?in_pay_token=1d887bb6-f8b4-4877-9ad5-180751a0baef&lsFixed=1

 **BPOINT**
Receivables Solution

Supported by the
Commonwealth Bank

Make a BPOINT Payment



Bill Code: 1338110 (QGAO PUBLIC WORKS - Online Payment)

Invoice No:

Customer Reference Number:

Client Name:


Amount (AUD): ⓘ

Select your payment option:  

Powered by Commonwealth Bank © Commonwealth Bank of Australia 2009-2025 ABN 48 123 123 124

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.

 Queensland Government	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 72 799 122 178	Tax Invoice			
Bill To: Department of Defence Address: R 1 - 1 - A025 Russell Offices Canberra, ACT 2600 Australia C/O: Dixon, Ian		Invoice #: C26729 Invoice Date: 8/07/2025 Invoice Due: 7/07/2025 Online Payment Validation: D9D6			
For: KDTes1:					
Monday, July 07, 2025					
Item Type Location	Item Description 96797: 63 GEORGE STREET\63 GEORGE STROO	Charge Code 202196	Total \$211.82	Discount	Net Amount \$211.82
				Total Amount:	\$211.82
				GST	\$21.18
				Invoice Total:	\$233.00
Amount Due:					\$233.00

HOW TO PAY:

CREDIT CARD:

Go to <https://epconnect.hpw.qld.gov.au> and click the 'Pay Invoice' tab

Enter your Invoice #: **C26729** and the Validation Code: **D9D6**

Or simply press the 'Pay Now' button:


Pay Now

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  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