

Women in Governance awards event information

Women on Boards New Zealand confirms your attendance to this year's Women in Governance Awards on Thursday 4 August 2022, at the Banquet Hall in Parliament (Wellington).

Please also find attached your ticket to attend, along with venue conditions of entry and important information. We look forward to seeing you there.

Please note the evening will begin promptly at 6pm with networking and canapés (instead of an entree), followed by the parliamentary bells and mihi from 6.52pm

Conditions of Entry to Parliament Venues & Important Information

Function Venue - Banquet Hall in Parliament

The Banquet Hall is located on the first floor of the Beehive (Executive Wing of Parliament). Access to the Banquet Hall entrance is via the open marble staircase from the ground floor foyer. [Please see the attached map.](#)

Getting to Parliament

By Car/Walking/Cycling: Parliament is on the corner of Lambton Quay, Bowen Street, and Molesworth Street. There is no parking on the Parliament grounds. Metered parking is available on Molesworth Street for up to two hours, and on other side streets around Parliament.

By Bus: Parliament is served by buses 2, 13, 33, and 34 on Bowen Street and 14, 22, 32x, 81, and 84 on Molesworth Street.

By Train: Parliament is within 10 minutes walking distance of Wellington Railway Station. Follow the signs to Lambton Quay & Parliament from within the station.

Security Screening - please allow 3 mins

All guests to Parliament, who are not accredited diplomatic staff (all diplomatic staff without a Parliamentary Security Pass) are required to go through security screening via the Executive Wing of Parliament for the event.

Tickets

Please bring your ticket with you to gain access to the Event. You will be required to show your ticket when registering on arrival at Parliament and before security screening.

Photography

No still or video photography is allowed within Parliament's buildings, with the exception of inside the function venue (Banquet Hall).

Smoking

Parliament is a non-smoking venue, inside and outside, including the immediate areas around the main entrance.

Parliamentary Bells

The division bells will sound for the members in the debating chamber at 6.52pm and 10pm during the course of our event. These bells run for approximately 7 minutes in duration, right across parliament buildings.

The division bells at 6.52pm is the signal for you to take your seat in the Banquet Hall as our event will get underway with a mihi when they conclude at approximately 7pm.

(note: the division bells may on occasion ring outside of these times, due to voting in the debating chamber).

Accessibility

Parliament Buildings and grounds are accessible. Accessible routes within the building are sign posted to avoid the stairs. Accessible lifts are available and have braille control panels, with some talking lifts.

Should you require accessible parking, please contact our Event Team via the awards@governancenz.org to make a request and arrangements will be made with the venue for this.

Prohibited & Restricted Items:

The following prohibited items must not be brought to Parliament. These include:

- Flammable liquids or accelerants
- Weapons or other equipment that could cause harm
- Items that produce flames or extreme heat (including candles and cooking appliances)
- Smoke machines
- Helium balloons

Restricted items can only be brought to Parliament with prior written approval. Please talk to your Functions Coordinator/ Event Host if you wish to bring in:

- Potentially offensive material
- Food or beverages (for sale or sample), including coffee machines
- Animals, including domestic pets
- Any large piece of equipment (over 2x2 meters or 30kgs)

Delay/Postpone due to Covid 19

Covid 19 Traffic Light settings

The current Covid 19 setting is ORANGE and the Event will proceed. At this setting:

- Parliament requests that mask are worn while moving about the Parliament precinct.
- Masks are optional during the Awards dinner.
- Social distancing is not required during the Awards dinner.

Below is information about the Traffic Light settings for Covid 19:

RED - Any updates and advice regarding the Event under a RED setting, will be communicated to you the email provided at time of purchase/booking from Women on Boards. .

ORANGE - Under the ORANGE setting the Event will proceed. Events, venues, cafes and other hospitality areas fall under hospitality rules, meaning there are no limits on gathering sizes indoors and mask wearing is encouraged (but not mandatory). However, Parliament requests that masks are worn when moving around the precinct at all levels (Parliamentary rules, under all traffic light settings).

GREEN - Under the GREEN setting there are no restrictions, the Event will proceed as normal.