



University
of Otago
ŌTĀKOU WHAKAIHU WAKA

Ōtautahi
Christchurch
Campus

Simulation Centre Booking Guide

University of Otago, Christchurch

Simulation Centre

Wai Ora, Level 2, 20 Oxford Terrace, Christchurch



simcentre.uoc@otago.ac.nz | 03 364 3890

<https://www.otago.ac.nz/christchurch/departments/primary-health-care/simulationcentre>

Facility Overview

The University of Otago, Christchurch Simulation Centre (UOCSC) is a purpose-built healthcare training facility supporting simulation-based education for healthcare professionals, students, and interdisciplinary teams. Situated within Christchurch's Health Precinct, the Centre is well placed to support teaching, training, and professional development across the health and education sectors. Its flexible learning environments provide realistic settings for clinical education, assessment, and skills development.

Our facilities include a range of simulation resources such as task trainers, high-fidelity manikins, and the SimMan 3G Plus patient simulator, designed to replicate clinical scenarios and support immersive learning experiences.

The Simulation Centre is available for hire by organisations in health and education whose activities align with the University of Otago's values of respect, integrity, leadership, collaboration, and social accountability.

Whether you are planning a workshop, training programme, assessment, or event, our team is available to discuss your requirements and support effective use of the facilities. Contact us to learn more about hiring the Simulation Centre.



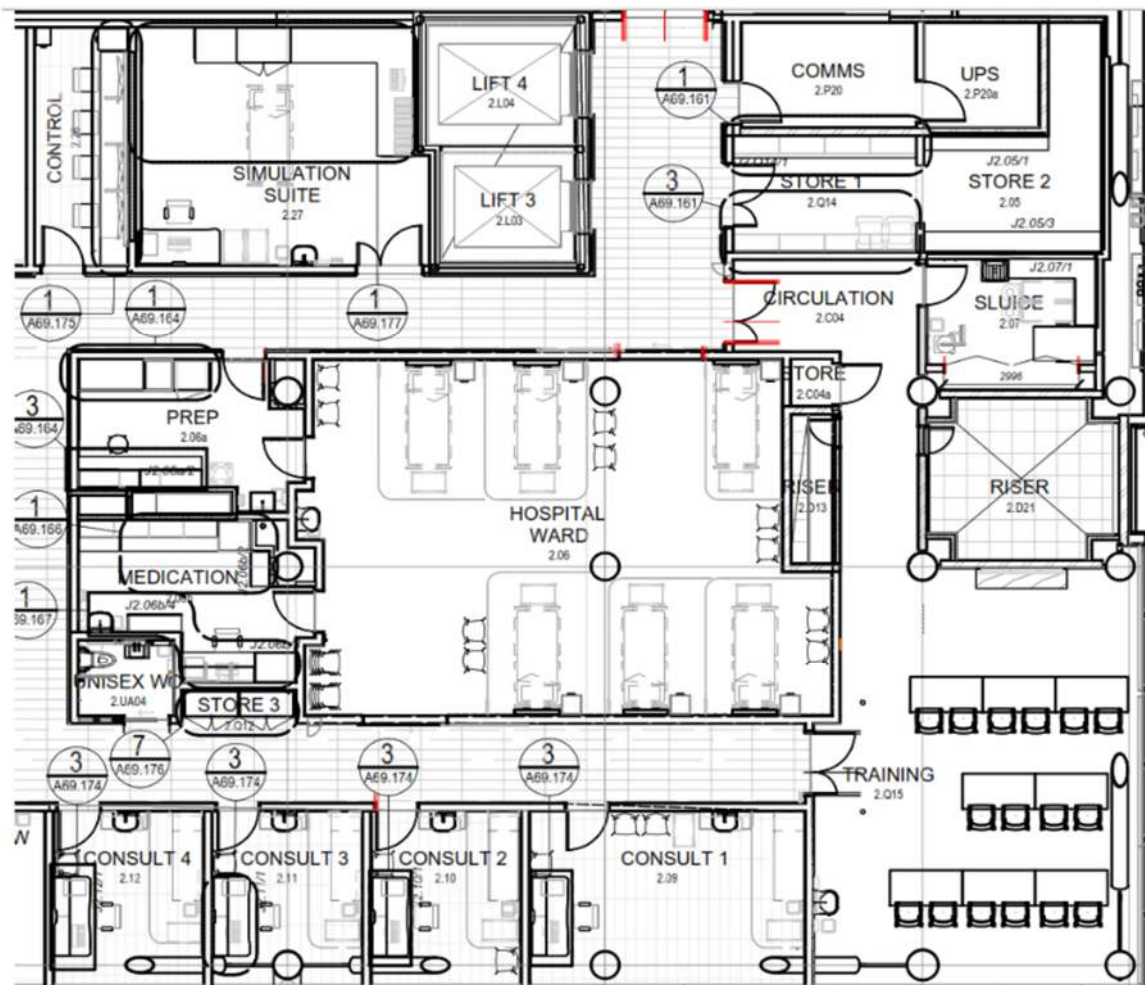
Bookable Spaces

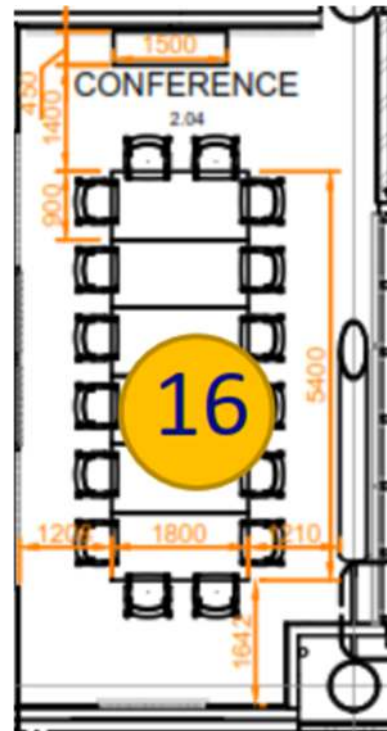
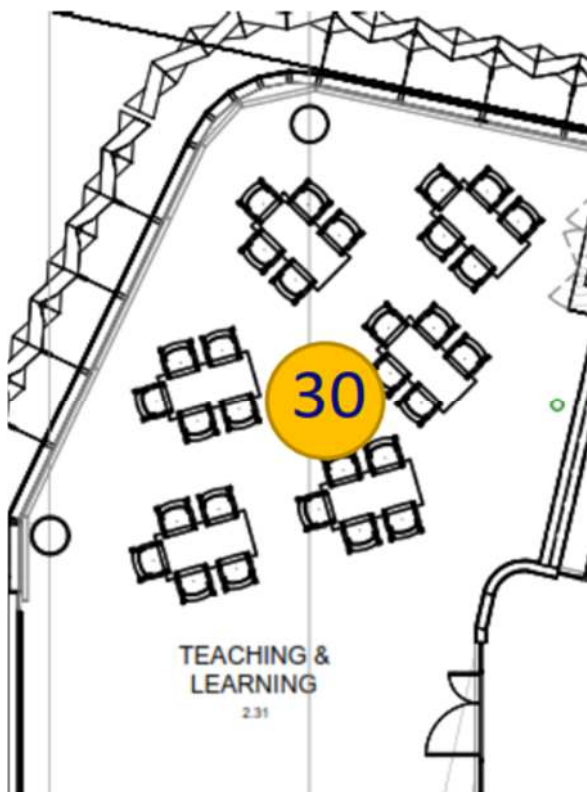
Within the UOCSC, the following spaces are available for booking between 08:00 and 17:30, Monday to Friday. Please note that evening and weekend bookings are not permitted.

Room Number	Room Name	Cost*
2.09	Large SIM Consult Room 1	\$320
2.10	SIM Consult Room 2	\$220
2.11	SIM Consult Room 3	\$220
2.12	SIM Consult Room 4	\$220
2.06	SIM Hospital Ward (6 beds)	\$320
2.27	SIM Simulation Suite (with Sim Tech support available)	\$320
2.Q15	SIM Training Room (flexible table setup)	\$220
2.31	Teaching & Learning space	TBC
2.04	Conference space	TBC

*Based on half-day rates of 4 hours, excluding GST. Further information on costs is available on our website.

Please see the floor plan below for layout information.





The Teaching & Learning and Conference spaces sit outside of the UOCSC and are at opposite sides of the floor. Other users may be present within the Centre during your booking times if you have not booked all spaces. Please discuss your requirements when requesting a quote.

Quotes and Requests

All booking requests must be made via email. You will receive a response within 5 working days to confirm, modify or decline your booking based on availability. All users of the UOCSC are required to complete an induction with the Director. This can be arranged prior to the day of your booking or on the day before your booking commences, subject to availability.

If you wish to discuss your needs prior to sending through a request, please contact the UOCSC administrator on simcentre.uoc@otago.ac.nz

Payment Terms

Once a booking is confirmed, an authorised purchase order is required. An invoice will be issued following the event.

Bookings cancelled with less than three working days' notice may incur charges. Exceptions may be made in certain emergency situations. The UOCSC reserves the right to cancel a booking at any time due to unforeseen circumstances.

Room Set Up / Inclusions of the hire

Room hire charges include the standard furniture, computer, and audiovisual equipment provided in

each room. Any consumables used during your booking will be invoiced separately after your event. All teaching spaces are equipped with whiteboard walls, monitors with HDMI laptop connections, and Wi-Fi access. (Apple users will need to bring a suitable HDMI adaptor for their device.) The Training Room is also equipped with Zoom conferencing facilities.

Event organisers are responsible for the setup and pack-down of booked spaces. Room layouts and furniture arrangements can be discussed at the time of booking. At the conclusion of the event, all additional equipment must be removed, and University furniture returned to its original layout unless alternative arrangements have been agreed in advance.

Building Access

The building can be accessed via the Oxford Terrace entrance, located between Black & White Coffee Cartel and The Pegasus Arms. The main entrance is swipe-card access only; however, an intercom system is available to request entry from reception staff.

Upon signing in at reception, you will be issued temporary access cards for the duration of your visit. This will allow you to access the Simulation Centre on 2nd floor and other amenities as requested at the time of your booking. Access cards must be returned to reception upon departure at the end of your booking.

Building Amenities

Car Parking

There is no general on-site parking available. Please advise of any accessibility requirements at the time of booking so appropriate arrangements can be made.

Bike Parking

A number of bicycle parks are available at the front of the building, with additional secure bicycle storage located on the lower ground floor. Shower and changing facilities are also available. Please indicate on your booking request if you require access to these facilities.

Tea Points

A shared tea point and soft seating area are located on Level 2, outside the UOCSC. A water cooler is also available within the Centre.

Catering

The University of Otago's preferred catering provider is Central Park. They can be contacted on 03 365 0844, by email at hello@centralparkcafe.co.nz, or via their website at centralparkcafe.co.nz.

Food and refreshments can be delivered to Level 2; however, food may not be consumed within the UOCSC. If catering is required as part of your event, please request the Level 2 conference room outside the Centre, where food and refreshments can be served. Alternatively, a range of cafés and food outlets are located within walking distance of the building.

Alcohol is not permitted on-site.

Lockers

There are 32 day-use lockers within the UOCSC for storing personal belongings. Please ensure all bags

and equipment are stored safely and always kept clear of emergency egress routes. Personal belongings remain the responsibility of the event organiser and participants. The University of Otago accepts no responsibility for loss, theft, or damage to personal property.

Health and Safety

Upon confirmation of bookings, event organisers agree to comply with the University of Otago's Health and Safety procedures. Organisers should familiarise themselves with the Health & Safety information provided on the flip charts in each room.

All incidents, near misses, hazards, or property damage within the UOCSC must be reported to the administrator as soon as possible, or by contacting Ask Otago on 03 743 1047.

In the event of a serious emergency, call 111 immediately and evacuate the building. If the fire alarm sounds, evacuate immediately and do not re-enter the building until the all-clear has been given by an Emergency Warden. There are several AEDs available in the building, and a first aid kit within the Centre.

Policies

The event organiser is responsible for ensuring that all participants comply with the University of Otago, Christchurch Simulation Centre (UOCSC) policies and user expectations. Photography and videography by external users are not permitted within the Centre.