

[Venue Name] · [Floor / Level]

**Registration Desk**

[Direction and location]

**[Main Hall / Auditorium]**

[Direction and capacity]

**Workshop Rooms A, B, C**

[Direction and location detail]

**[Lunch / Catering Area]**

[Floor — via lift or stairs]

**Toilets**

[Floor] · Accessible: [location]

**Emergency Exit**

Assembly point: [location]