iPlan Website Instruction Guide

The **Find a Room** tool allows you to browse our meeting spaces based on capacity (attendees) and setup style. If you need a space that holds 200 people for a classroom style setup, this tool will present you with a list of rooms that will accommodate.

Select a room from the list of spaces that best fits your needs by clicking **View Details**.

Next, you can view setup styles in the selected room using the attendance number you provided.

If the room is a good fit, click **Customize Room** to start customizing your selected space.

Note: *If additional furniture is added to your room (ie: head table, stage, AV, etc.), the max capacity will go down to accommodate for the added furniture.*
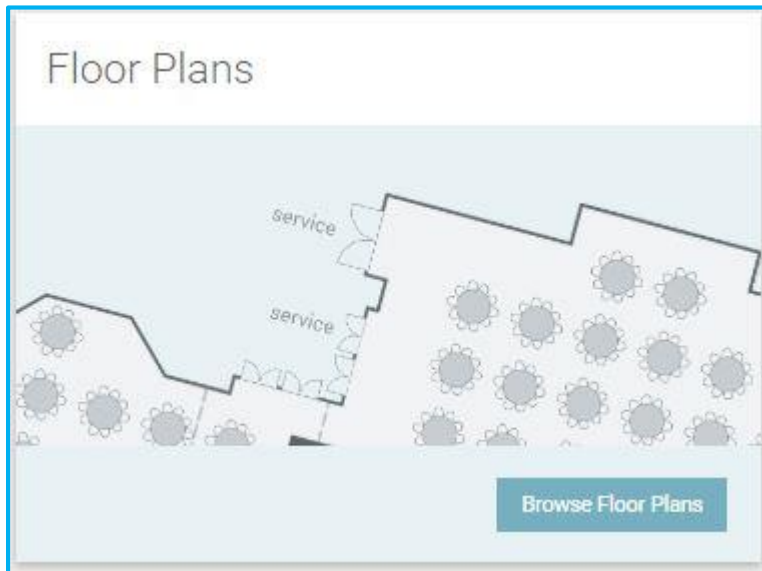
The **Browse** tool allows you to browse all floor plans without filtering by attendance.

You'll be presented with a floor by floor layout which allows you to explore all of the rooms in the Halifax Convention Centre.
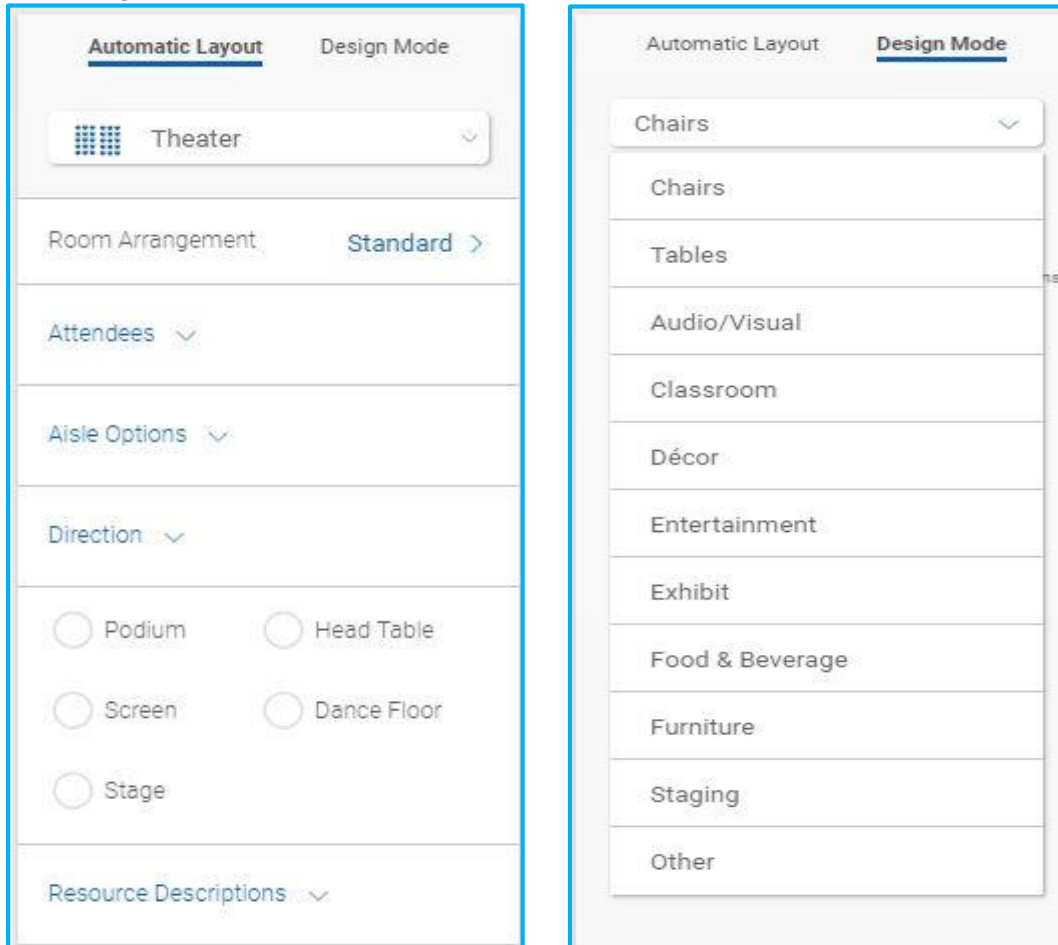
When a space is selected, you'll be provided sample setups to show the maximum setup styles for that space.

If the room is a good fit, click **Customize Room** to start customizing your selected space.

Customizing a Space

Left Navigation Pane

Automatic Mode – Allows you to automatically create a generic floor plan. You can choose the setup style, room arrangement (standard, offset, chevron), number of attendees, room orientation and standard room items (podium, head table, stage and screen)

Design Mode – Allows you to create a customized floor plan from scratch or further edit a plan that was started in Automatic Mode. Different setup items can be accessed by clicking their corresponding category and items. To add an item to your floor plan, simply click and drag the desired item onto the floor plan.

Note: A floor plan can be changed from Automatic Mode to Design Mode, but not the reverse. Changing from Design Mode back to Automatic Mode will delete all of the changes you made in Design Mode.

Top Navigation Pane

Select and Move Tools

The Pointer allows you to select and move items, the hand tool allows you to pan around the entire floor plan.

Editing Tools

Undo   Redo   Delete

Clear Room   Align Tools   Copy/Paste   Layer/Group   Show Layers

View and Share Panel

Info – Shows capacity and room measurements

3D – Shows a 3D render of the space, including all setup items. (Please note that colours and finished shown in rendering do not match the colours and finishes at the Halifax Convention Centre.

Save – After you've created your floor plan, click the save button to create a shareable link. Save this link. It allows you to access your floor plan at a later time, share with colleagues, or send to your Event Manager.

Print – Allows you to print a copy of your floor plan or to save as a PDF

Share – Allows you to send an embedded copy of your floor plan directly to email

Basics to Designing a Floor Plan

How to change the number of seats per table

1. Click on the table/group of tables
2. In the left corner click on the "Gear" Symbol
3. In the drop down menu you can increase/decrease the number of attendees per table by changing "Chairs Per Table"

   Note: You can also change the chair arrangement in this drop down menu such as Full (pictured below), half round, crescent and breakout.
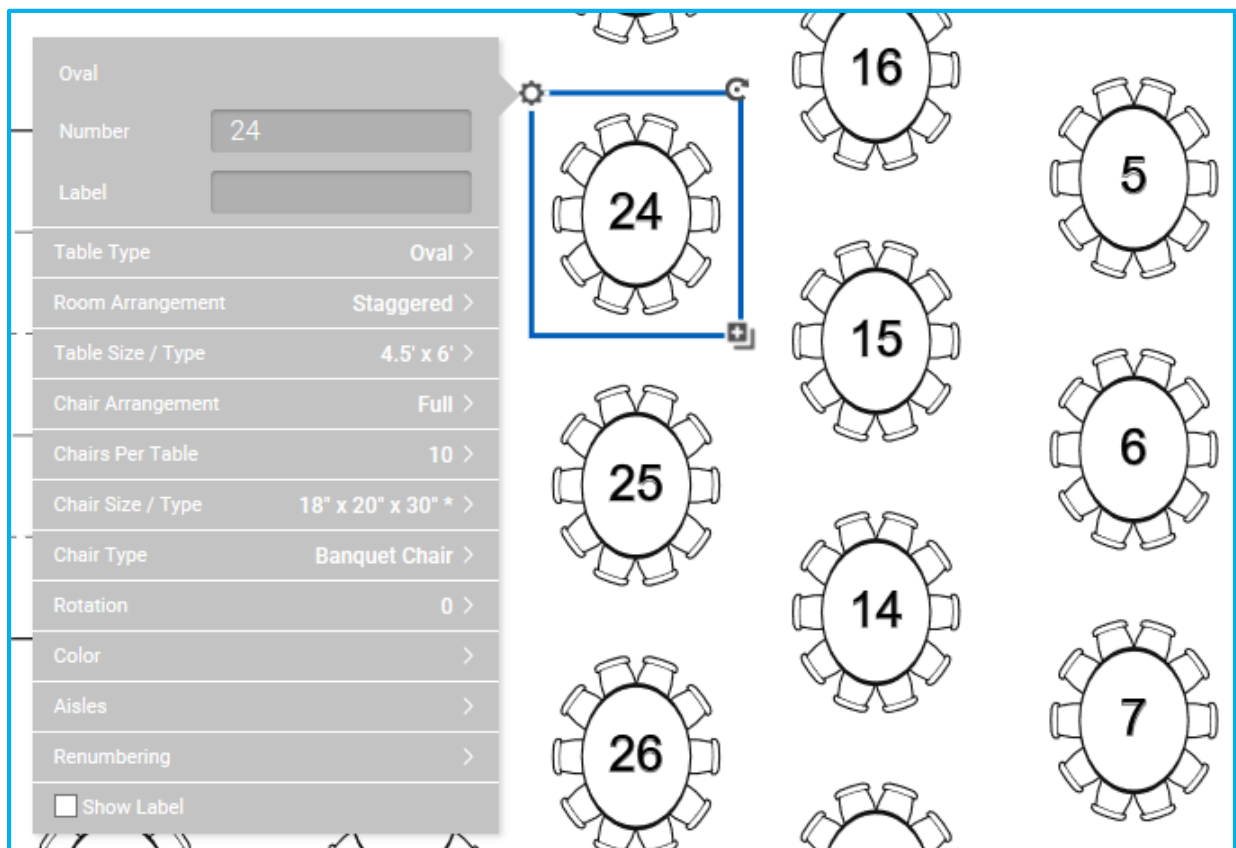
How to "grow" groups tables/chairs

1. Click on the table/chairs/grouping
2. On the bottom right corner click the Add Symbol
3. Click and drag to extend to desired amount
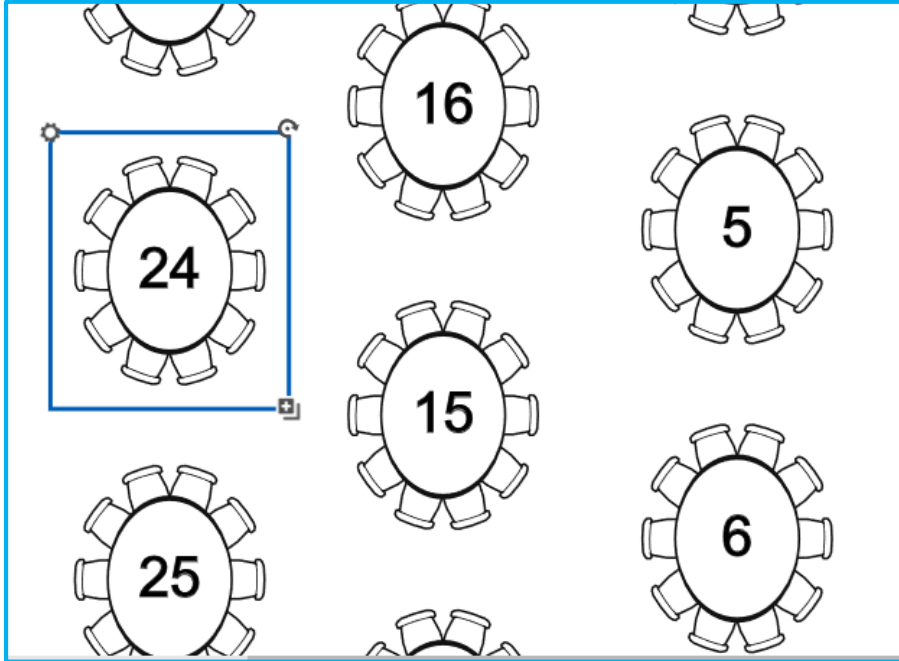
Note: *Alternatively, you can copy and paste items or add individual items from the furniture inventory*
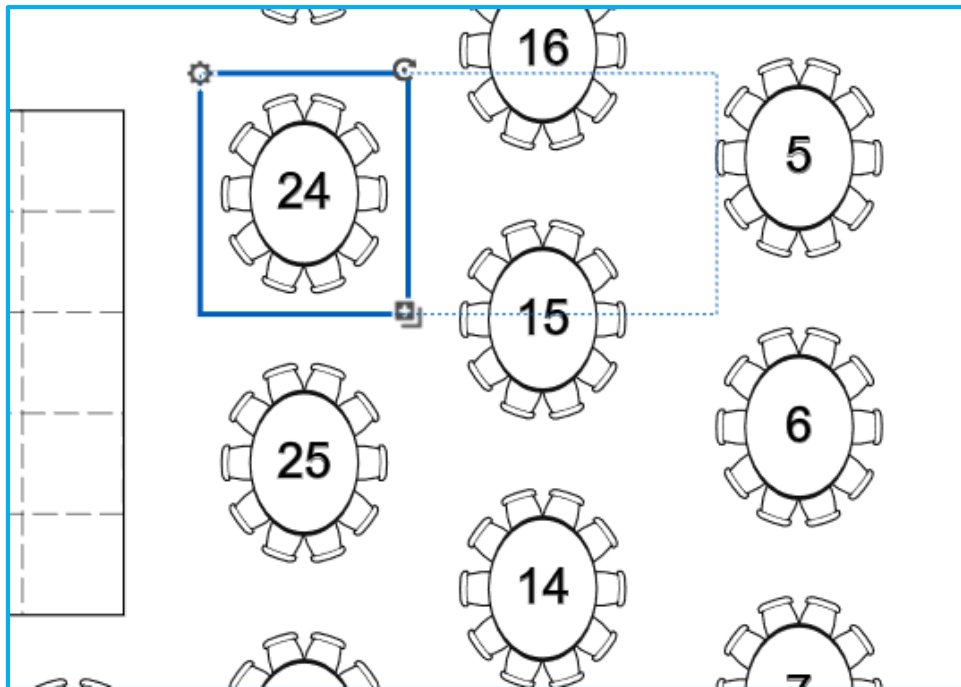
Rotate Items

1. Click on item you wish to rotate
2. On the top right corner click on the Circle Arrow Symbol
3. Drag item to desired angle

Note: Alternatively, you click on the Gear Symbol in the top right corner and change the Rotation from the drop down menu
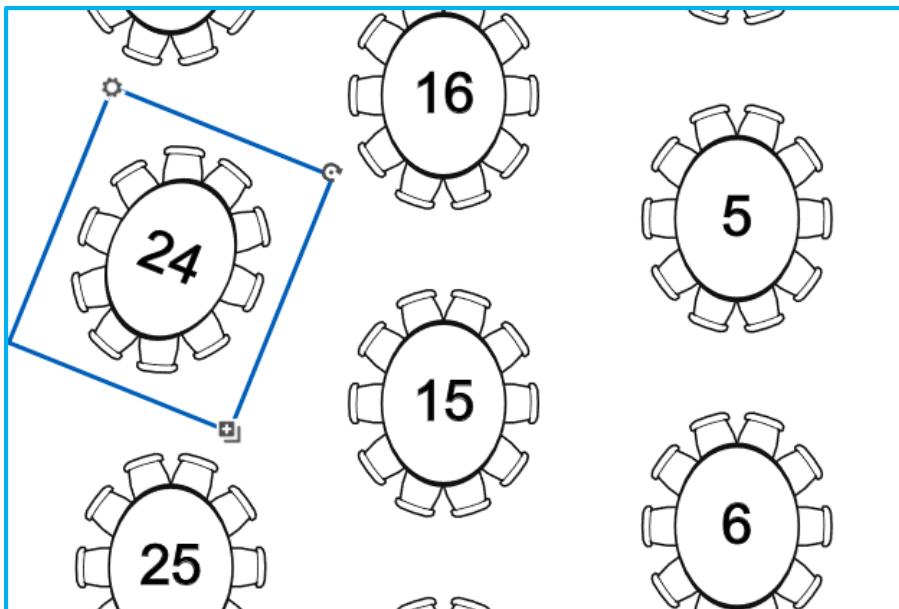
Grouping Items

1. Highlight the items you wish to group by clicking and dragging your point to encompass the items
2. On the second menu bar, click the Layer/Group symbol
3. Select Group or SHIFT G to group items. You can now move, rotate and edit these items as group

Ungrouping Items

1. Click on the grouped items
2. On the second menu bar, click on the Layer/Group Symbol
3. Select Ungroup or SHIFT H to ungroup items. You can now move these items individually
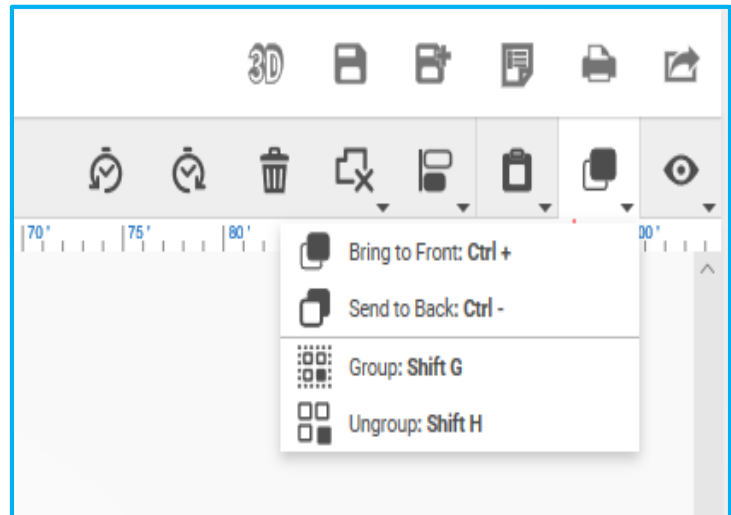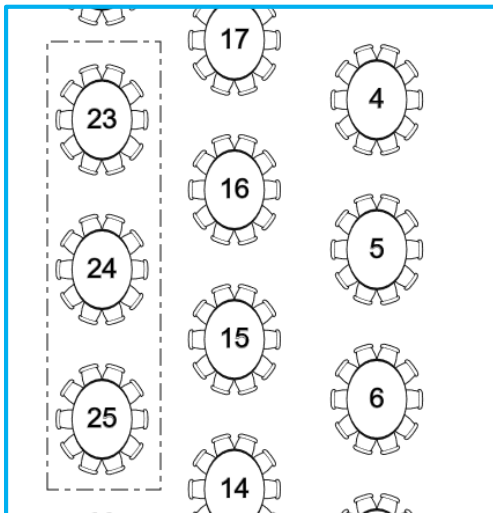
Save as a PDF

1. Click on the Printer Symbol
2. Click on Save as PDF

Print Floor Plan

1. Click on the Printer Symbol
2. Click on Portrait or Landscape
3. Click Print on the bottom right corner

Halifax Convention Centre Inventory:

Note: *Iplan will automatically default to these dimensions, but please note Iplan will allow to override our maximum of chairs per table.*

Ovals	4.5' x 6'	Maximum 10 people per round
Duo	18" panel down or 30" with the panel up	Maximum 3 people one sided
Classroom	6' x 18":	Maximum 3 people one sided
Cruiser	2.5'	
Half Rounds	5 dia x 60"	Maximum 2 people one sided
Banquet Chairs	18"x 20" x 30"	
Standard Dance Floor	20.7'x 20.7'	
Dance Tiles	4' x 4'	
Bar	11'x 9'X4'	At minimum, 1 bar per 100 of people. For host bars, 1 bar per 75 people is recommended. Please be aware there is a sale minimum per bar.

FAQ

Do I need to add buffet tables/coffee break stations to my floor plan?

A: You are welcome to suggest a location for these items, but your Event Manager will coordinate with our Food and Beverage team to select the best location for all your catering needs. Our Event Managers can add/edit these components once you give us your draft.

How do I know if my floor plan is valid for the Fire Code?

A: Your Event Manager will look over your floor plan and make any necessary changes to meet the legal standards. Iplan does automatically account for most aisle requirements. If you have any specific questions about our room standards please contact your Event Manager.

Do I need to add garbage cans to my floor plan?

A: No, we will automatically add our 4 Stream Recycling and Waste Disposals into our meeting rooms and open areas such as Argyle Atrium, Ballroom Salon, Ballroom Pre Function, and Convention Hall Atrium.

What table should I use to add a Registration Desk?

A: You can use the Rectangle Table which is 6' x 18".

What are the dimensions of your booths?

A: HCC doesn't have any pipe and drape on site. However, booths can be arranged with our preferred supplier Global. The Iplan booth default and the most common dimension is 10X10, but booth dimensions can be changed to 9x9 or 8x8 or other custom dimensions depending on what you order with Global or your pipe and drape supplier.

Can I add text to my floor plan?

A: Yes, click on the Text "T" Symbol on the second menu bar. Click where you want to write your note and an "Enter Text Here" box will appear.

Can I view a 3D version of my floor plan?

A: Yes, click on 3D symbol on the top menu bar. However please note the paint, carpet, and furniture colours do not reflect the actual colours at the Halifax Convention Centre.

Can I add grid lines to my floor plan?

A: Yes, you can add grid lines by clicking the Eye Symbol on the second top menu bar and checking "Show Grid Lines," on the drop down menu. You can customize the scale in which you the want the grid lines to show.

Is there a view to show me the location of the floor outlets?

A: Yes, you can view the floor outlets by clicking on the Eye Symbol on the second top menu bar and checking "Outlets" in the drop down menu. Please note that all electrical hookup must be arranged with our Halifax Convention Centre Tech Services. There is a cost for each electrical hookup.