



Conference Center Reservation Form 1350 I Street, NW

Company: _____ Contact: _____ Phone: _____
Date Needed: _____ Time: _____ Event: _____
Guests: _____ Caterer: _____ Email: _____

Conference Room A:

\$150.00 (*12 people) – only one set up available

Conference Room B:

\$250.00

Setup Choices – Conference Room B only

Classroom (*36 people) Boardroom (*24 people) Donut (*28 people)

*Total seating for Conference Rooms are approximate. Additional chairs can be pulled in to sides of configurations if added seating is needed. Please indicate if additional chairs will be required.

Conference Center WiF: Network – 1350WiFi, Passcode - wirelessaccessplease!

After Hours Use (after 6:00pm) - \$15.00 / hour

After Hours HVAC (after 6:00pm) - \$40.00 / hour

PLEASE DO NOT MOVE ANY FURNITURE OR FIXTURES IN THE FACILITY. IF YOU NEED ANYTHING MOVED, PLEASE CONTACT THE PROPERTY MANAGEMENT OFFICE FOR ASSISTANCE (202) 682-9544.

Equipment Needed: (Conference Room B)

Podium Signage Stand Clickshare VGA Cord Mac VGA Converter
 HDMI Cord Conference Phone Conference Phone Speakers Laser Pointer

Conference Phone and Mac HDMI Converter available for either room. Building will provide signage stands. Please provide your own signs. **By signing to use the building equipment, you assume full responsibility for theft or damage to equipment and for the replacement of said equipment.**

ALL RESERVATIONS MUST BE MADE 48 HOURS PRIOR TO EVENT DATE. ALL CANCELLATIONS MUST BE IN WRITING, 24 HOURS PRIOR TO THE EVENT OR CHARGES WILL APPLY.

Signature: _____

Authorized Company Representative

Your reservation for one of the conference rooms does not automatically include the common corridor, as more than one event may be scheduled simultaneously. Your planning should consider all requirements inside and outside the conference room and provide for any manual labor you may require.



Conference Center Technology
1350 I Street, NW

Conference Center WiFi:

Network: 1350 WiFi

Password: wirelessaccessplease!

Conference Room A: (Small)

- Seats between 15-20 people
- Teleconference
- Video Conferencing
- Apple TV
- Ethernet
- Wired Presentation with use of VGA or HDMI
 - Mac HDMI Converter is available
- WiFi
- Cable TV
- Laser Pointer

Conference Room B: (Large)

- Seats between 35-45 people
- Wired Presentation with use of VGA or HDMI
 - Mac HDMI Converter is available
- Podium with Built in Microphone
- 40" TV- Extends Presentation View from Large TV
- 3 Seating Arrangements:
 - Boardroom
 - Classroom
 - Donut
- Teleconference
 - Two Extension Speakers are available
- Wireless Presentation with use of USB Clickshare (4 available)
- Cable TV
- Apple TV
- WiFi
- Ceiling Speakers
- Laser Pointer

Available Table Configurations

