

Philanthropy Center Meeting Rooms

- **Conference Room #3** __ Has seating capacity of 8-12 with a large Conference table and padded conference chairs. The room is equipped with a Wall-mounted display (65"), USB Web-conferencing Camera or Meeting Owl, a Tabletop Conference phone, and WiFi access.
- **Conference Room #6** __ Has seating room for 6-8, with basic tables and chairs, a Wall-mounted display (65"), a Tabletop conference Phone and WiFi Access.
- **Conference Room #7** __ Has seating capacity for 14 with basic tables and chairs. The room is equipped with a Wall-mounted display (65"), USB Conferencing Web-Cam, a Tabletop conference phone and WiFi Access.
- **The Convening Center** __ Has a seating capacity of 134 for theater style or standing events, less depending on furniture layout. The room currently has up to 14 30" X 72" rectangle tables, 24 72" Half-Round Tables (can connect together to make 12 full rounds) and up to 120 padded stacking chairs available for use. Tables are all rolling with flip-tops for ease of placement, and chairs are on rolling carts. Linens are available for banquet or dinner style uses. The room also has a Kitchen with sink, refrigerator, microwave and stove/oven, and a large island for prepping/serving. Coffee and water service are available in-room.

Convening Center A/V __ We have a state-of-the-art Audio/Video system, including 4 ceiling-hung digital projectors, 4 room cameras (2 stationary, 2 PTZ), sound system with wireless microphones (2 lavaliers, 4 handheld, 12 tabletop Gooseneck), and a full-room conference phone solution. The system is operated from a dedicated iPad controller, with the ability to connect multiple devices to the system for presentation needs. Connections are made either via cable at the room Lectern, or wirelessly through use of a wireless puck system utilizing the USB port of your device. Meetings can also be run through one of the 4 Rack-mounted PCs, so you do not need to bring your own device, just files on a thumbdrive (or emailed to the Convening Center Email) and a pre-arranged meeting number through the provider of your choice. Typical Web-conferencing solutions that have been used are Goto Meeting, Webex, Ring-Central, Skype, and PGI Global. Other platforms are likely compatible.

Hours of Use

- A *Weekday Use* __ The conference rooms are available for meetings Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. depending upon availability. Reservations should allow for adequate time for set up and clean up within the PC's regular office hours.
- B *Weeknight and Weekend Use* __ **Night and Weekend use is limited and must be approved by Event Coordinator and PC management prior to scheduling.**