CONFERENCE SPACE APPLICATION

We are looking forward to welcoming your group to the Conference Center at 80 M Street.

Hours of operation are 8:00am – 6:00pm Monday-Friday.

It is very important to us that each experience is tailored to the specific needs of the group. Please complete the below Conference Space application and submit back to lajoyce.gross@columbia.reit at your earliest convenience. No applications will be accepted within two (2) days of the requested date.

MEETING INFORMATION

Company Name:_____ Suite:_____

Requested Date:_____ Start Time:_____ End Time:_____

ROOM REQUEST

What meeting space are you requesting? (See page 3 for details)

_____Conference Center (not divided)   _____Large Conference Room

_____Small Conference Room   _____Board Room

Provide a brief profile of the group and the attendees of the program.

_____

_____

How would you like the meeting room configured? (Mark one) **not applicable if Boardroom is reserved**

_____Hollow Square   _____Boardroom

_____Classroom   _____Banquet

_____U-Shape   _____Reception / Standing Room Only

How many attendees are you expecting? _____

Will you have any catering during your meeting(s)?_____

       If yes, what is the vendor?_____

What are your AV needs? _____

Please provide any special requirements particular to the group.

_____

_____

CONTACT INFORMATION

Who is the key on-site contact for your group when they are on property?

Name	
Title	
Mobile Number	

ARRIVAL / DEPARTURE INFORMATION

Will your guests be parking their vehicles at the Garage?_____
Will your guests arrive as a group or individually?_____

VERY IMPORTANT ATTENDEES

A list of any expected VIPs, Dignitaries, or Special Attention guests.

Name & Title	Known Preferences

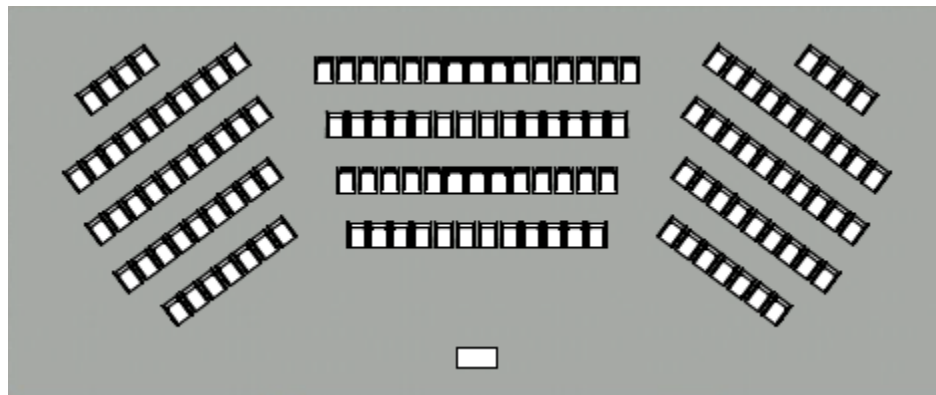- - See next pages for Layouts and Room Details - -

CONFERENCE CENTER (not divided)

Standard Layouts

Features:

- Approximately 140-person maximum capacity
- 123" wide format in-ceiling electric screen
- Ceiling mounted projector and speakers
- Wall mounted interface and touch panel for presentations
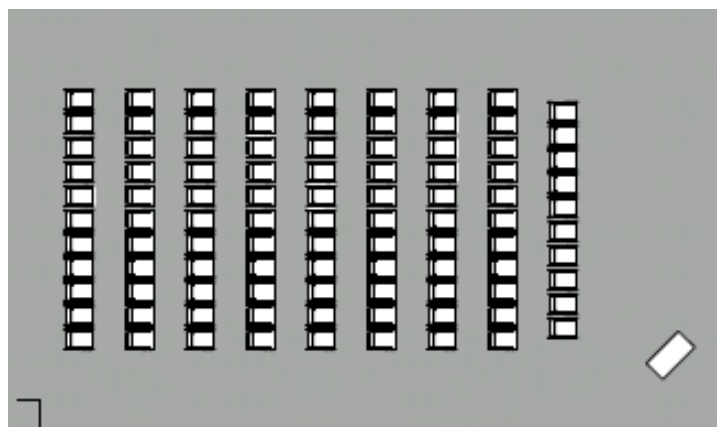
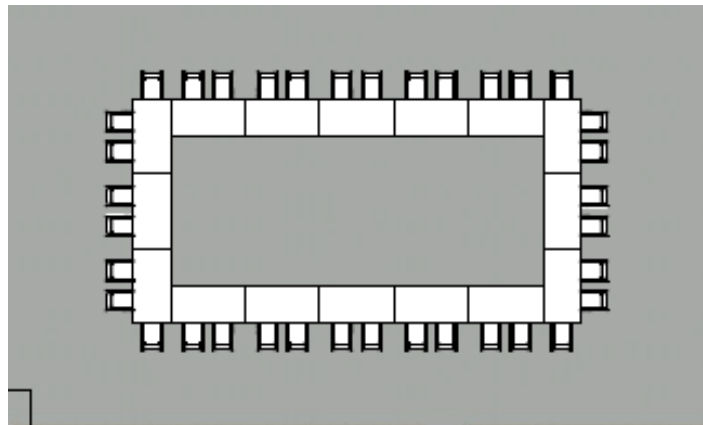Occupancy Limit: 150 occupants

LARGE CONFERENCE ROOM

Standard Layouts

Features:

- Approximately 104-person maximum capacity
- 123" wide format in-ceiling electric screen
- ceiling mounted projector and speakers
- wall mounted interface and touch panel for presentations
- sound attenuating vertical folding partition
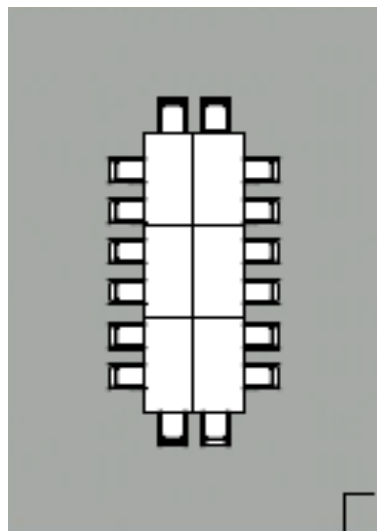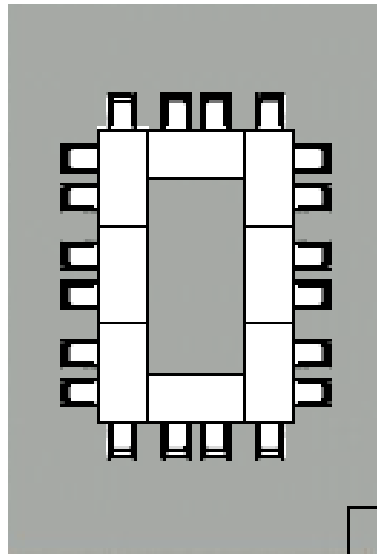
Occupancy Limit: 106 occupants

SMALL CONFERENCE ROOM

Standard Layouts

Features:

- Approximately 44-person maximum capacity
- 113" wide format in-ceiling electric screen
- Ceiling mounted microphone
- Ceiling mounted projector and speakers
- Wall mounted interface and touch panel for presentations
- Sound attenuating vertical folding partition

Occupancy Limit: 44 occupants

BOARDROOM

Standard Layouts

Features:

- 65" LED HDTV
- Wall mounted camera
- Tabletop web conferencing system

Occupancy Limit: 19 occupants