300SRP CONFERENCE ROOM INSTRUCTIONS & RESERVATION FORM

Conference Center Rooms are located on the 23rd floor of 300 South Riverside Plaza. Rooms may be reserved Monday through Friday from 8:00 AM - 5:00 PM for meeting purposes only. There is a one hour minimum between conference room reservations.

Conference Center Room Availability:
To check availability of the conference room, please use the following link:

https://300southriversideplaza.com/portal/conferencecenter/

Once you have confirmed that your desired date is available on the calendar, complete the Conference Room Reservation form. Once your form is filled out, please submit a request in Building Engines.

Submitting a reservation request can be completed in 4 simple steps:

•In**MeetingHub**: Select the date in which you desire to have the room, then select the room of your choice, and finally your preferred times.
•Select your **payment method:** You may choose to bill to your Monthly Rent Statement via a work order or the credit card on file.
•**In Details:** Please enter the contact name and number for the person who will be on-site coordinating the meeting as well as if you would like to have any guest badges pre-printed prior to the start of your reservation (if applicable). Any additional information or special requests will be retrieved from the reservation form.
•*Important* - **Upload File:** Please upload your completed Reservation Form. This form is required and is used by our team to prepare the conference room for you.

Once you press 'Save' we will automatically receive an email of your request. We will then confirm via email that the request has been received and the reservation is completed, along with any follow up questions. A work order will then be generated in your name to notify each department of their duties and apply necessary charges, if applicable.

Conference Rooms are equipped with Wi-Fi, 100" projector screens at 1080p 16:9 aspect ratio and are operable with VGA or HDMI cables. Polycom conference phone and video conferencing is available upon request, additional charges may apply. Conference Rooms A, B, and Large have food preparation areas including a sink, counter space, and refrigerator.

Features of the Conference Center include:
- 100" Projector Screens - 1080p 16:9 aspect ratio and are operable with VGA or HDMI cables
- Wi-Fi throughout space
- Configurations to your liking (include tables with power connections)
- Large Conference Center which can accommodate 150 people seated theater style
- Food prep area in Large and Small Conference Centers which include sink and refrigerator
- Complete audio-visual system. Video Conferencing available in Conference Room B or Large Conference Room upon request. (Must have a laptop equipped with an HDMI and USB port and Teams, Zoom, etc. pre-existing).

RENTAL RATES		
Room	**Less than 4 hours**	**4 or more hours**
Theater	$250	$350
Room A or B	$250	$350
Large Room	$300	$500
Note Large Room is both rooms A & B combined.		

300SRP CONFERENCE CENTER ROOM RESERVATION FORM

SOUTH RIVERSIDE

TENANT INFORMATION

Company Name:	Floor/Suite:
Contact Name:	Contact Phone:
Contact Email:	

EVENT INFORMATION

Event Purpose:

Proposed Date(s):

Proposed Time(s):

Approximate # of attendees:

Will there be outside guests?

If yes, it will be the tenant's responsibility to enter guests into BuildingHub 48-hours prior to the event date or entry will be delayed or not permitted unless verbal approval is given. Request instructions on how to enter more than one guest into BuildingHub, if needed.

EVENT DETAILS

Please select the room you would like to reserve:
Please note, rooms A & B make up the Large Conference Center Room.

Please select the room set-up style:
Please see below on the different options and capacities for each setup.

Boardroom U-Shape Pods Theater Open Square Classroom
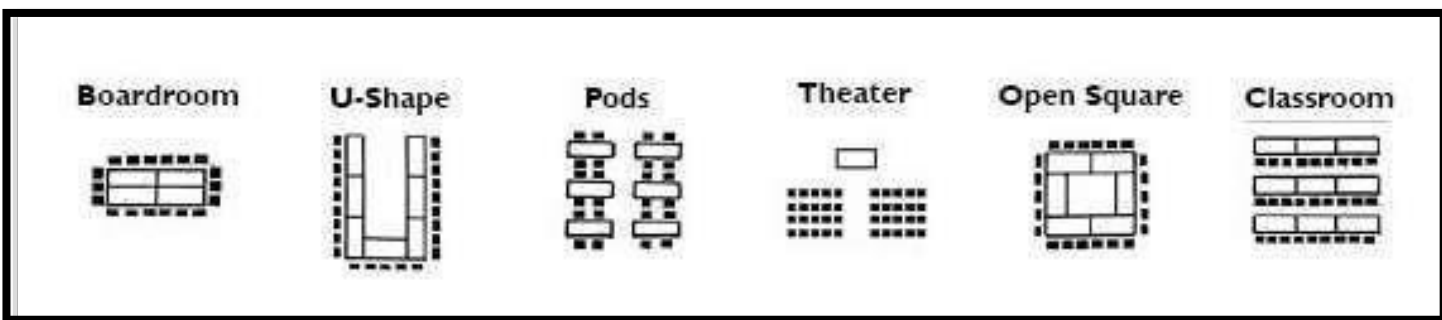
ROOM CAPACITIES

	Boardroom	U-Shape	Pods	Theater	Open Square	Classroom
Theater	n/a	n/a	n/a	42	n/a	n/a
Room A or B	45	25	50	65	25	45
Large	90	50	100	150	50	90

Please note, rooms A and B are alike but conference room B has two walls of windows & offers video conferencing.

SPECIAL REQUESTS *(Cleaning, additional table/chair set-up, etc.)*

SOUTH RIVERSIDE

AUDIO VISUAL NEEDS

Please select your needs:

Podium *(Only one available)*	
Projector Screen; VGA or HDMI (please circle one)	
Microphone: Handheld or Lapel (please circle one)	
Power to all Tables	
Polycom Conference Phone *($50 additional Fee)*	
Paper Flip Charts and Markers *($30 additional fee per flip chart)*	

FOOD SERVICE

It is tenant's responsibility to submit COI and enter in all catering vendors into BuildingHub prior to the event date and to ensure there is someone to receive orders.

Arrival Time	Meal	Vendor Name

AGREEMENT & SIGNATURE

300SRP Conference Center Rules & Regulations

1. Certificate of Insurance is required prior to reservation for all food and IT vendors that require dock/freight.
2. Cancellations must be made at least 48 hours in advance.
3. Small appliances are not allowed (i.e. popcorn machine, hotplates, toasters, etc.).
4. Tenants will be billed via monthly rent statement, based on current billing procedures. Prices are subject to change, 300SRP building management will provide notification should prices change. Additional charges for services include, but are not limited to carpet or wall cleaning, revisions to set-up, etc.
5. Signs must be pre-approved by the Management Office prior to the event.
6. Items cannot be hung from ceiling or walls or be set up in the corridor.
7. Doors of the conference room cannot be propped open.
8. **Any new requests or changes made the day of the event will incur additional fees.**

300SRP Conference Center User Agreement

1. I understand that general cleaning - vacuuming, cleaning tables, counter-tops, etc. are included in the reservation fee. If anything changes prior to the reservation or should there be a need to cancel, I will contact the management office no later than 48 hours prior to the reservation date.
2. I understand that the 23rd floor conference room is the part of the base building and that all tenants within 300 South Riverside Plaza have the right to reserve the rooms.
3. I agree to take all intellectual property with me at the end of each night I have the conference room reserved.
4. I will NOT leave papers on walls, tables, or write important information on the windows. I understand every night that trash is thrown out and the cleaners are not responsible for discerning which documents should be discarded versus left on tabletops. The conference room is cleaned each night.
5. I understand if I do not take papers/items and they are removed / thrown out it is not the responsibility of 300 S. Riverside Management to find and return these items.
6. **A site visit of Conference Center is available in advance of your reservation to confirm setup and IT/AV needs. Please Specify date(s) and time(s) you are available to walk the space. (Ideally 24hr prior; if reservation is on Monday; walk through would occur on Friday. Also, please bring a laptop to the walk through.**

By signing below, as the end user of this conference room, I certify I have read and agree to comply with all 300 South Riverside Conference Center Rules and Regulations and agree to the User Agreement in order to safeguard my company's property which includes equipment and intellectual property.	
Signature	*Date*

A/V Instructions:

Fig. 01

Fig. 02

300 SOUTH RIVERSIDE

How to Connect for Presentation – Room A or B

1. Connect HDMI Cable to your computer. *(Fig. 01)*
    a. Wait for projector to auto connect and warm up.
2. Control volume from your laptop.
3. If required use microphone for your side of room.
   NOTE: Can only use one mic at a time from each half of conference room.
4. When finished, disconnect laptop and system will shut down automatically in three minutes.

How to connect for Conferencing – Room B

1. Connect HDMI Cable to your computer. *(Fig. 01)*
    a. Wait for projector to auto connect and warm up.
2. Connect USB Cable to wall plate. *(Fig. 02)*
3. Control volume from your laptop.
4. Select the correct audio device in your conferencing application (Teams, Zoom, etc)
    a. Audio Devices *(Fig. 03 - A)*
    b. Speaker *(Fig. 03 - B)*
    c. Microphone *(Fig. 03 - C)*
    d. Camera *(Fig. 03 - D)*
5. Turn camera tracking on and off using the handheld remote *(Fig. 04)*
    a. Single press tracking button on remote to turn camera tracking on.
       When tracking is ON, blue LED light on camera will blink.
6. Recall Camera View preset using the handheld remote *(Fig. 04)*
    a. Single press tracking button on remote to turn camera tracking off.
    b. Press preset button, within 1 second press preset number 1, 2, or 3.

Devices
Manage your connected devices
[Manage devices]

Audio devices
A — 300SCoreNano

Speaker
B — Echo Cancelling Speakerphone (300SCoreNano) (1656:0...

Microphone
C — Echo Cancelling Speakerphone (300SCoreNano)

Camera
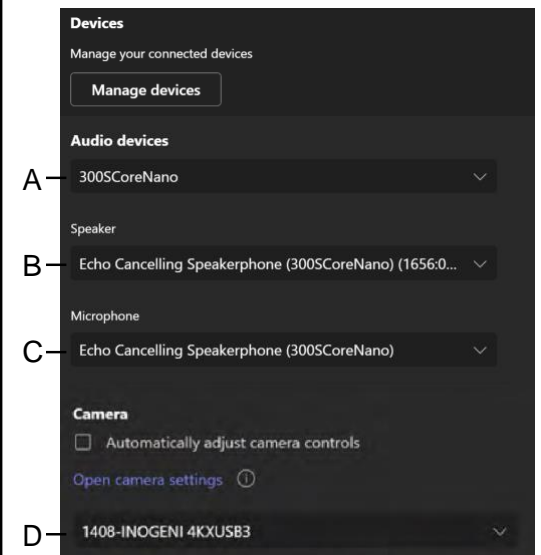☐ Automatically adjust camera controls
Open camera settings ⓘ

D — 1408-INOGENI 4KXUSB3

Fig. 03

TRACKING
PRESET
Fig. 04

Preset 1

Preset 2

Preset 3