

CONFERENCE CENTER SET UP DESCRIPTIONS

Set Up

The maximum recommended occupancy for optimal comfort of either conference room is dependent upon the style of setup. Additional seats may be possible. Diagrams are available for example reference of style. Please speak with the management office for any questions or inquiries.

Note: Inventory consists of (14) 4' tables and (30) cantilever chairs. (30) plastic chairs are available for use when the conference center is set up for Presentation/Lecture Style only. Additional furniture is the responsibility of the Tenant.

1. **Boardroom Style:** Tables and chairs are set in a square/rectangle.
 - Combined Conference Room: 28 people
 - Large Conference Room: 20 people
 - Small Conference Room: 8 people
2. **Training Style:** Tables and chairs are set in a “U” shape with the front of room open.
 - Combined Conference Room: 28 people
 - Large Conference Room: 20 people
 - Small Conference Room: 8 people
3. **Classroom Style:** Tables set in rows, chairs behind, all face the front of the room.
 - Combined Conference Room: 28 people
 - Large Conference Room: 20 people
 - Small Conference Room: 4 people
4. **Breakout Style:** Chairs are set around tables dispersed (in “pods”) around the room.
 - Combined Conference Room: 28 people
 - Large Conference Room: 20 people
 - Small Conference Room: N/A
5. **Presentation/Lecture Style:** Chairs only, in rows, setup to face the front of the room.
*Note chairs will not be matching in order to reach the maximum number of 60.
 - Combined Conference Room: 60 people
 - Large Conference Room: 50 people
 - Small Conference Room: 8 people
6. **Leadership Layout:** Only available for Combined Conference Room. Seats 43 people.
7. **Condensed Presentation Layout:** Only available for Combined Conference Room. Seats 49 people.

Wi-Fi

Wi-Fi is available in the Tenant Lounge, Conference Center and Patio.

Network: CXP-CONF CXP-CONF-5G

Password: #CXP221MAIN