

**Lister Hill Center Auditorium  
(NIH Building 38A)  
National Library of Medicine  
General Information**

**PLEASE NOTE:  
IMPORTANT NEW SECURITY INFORMATION**

*Under current security measures, non-National Institutes of Health employees can gain access to the NIH campus by private car at only two locations:*

- (1) NIH's South Drive, where it intersects Rockville Pike; and*
- (2) NIH's Center Drive, where it intersects Old Georgetown Road.*

*At these sites, cars will be inspected, and drivers and passengers must show picture IDs in order to receive NIH visitor passes. As always, limited visitor pay parking is available along Center Drive, in lots adjoining Building 38A (Lister Hill Center) and Building 45 (Natcher). Access to NIH by the Metro (subway stop is Medical Center, on the Red Line) remains convenient and is highly recommended. Meeting attendees will also be issued NLM visitor passes when they enter the Lister Hill Center.*

*We would also appreciate receiving a list of your meeting attendees (unless all hold NIH or other Federal identification cards) before your session. Thank you!*

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**Important Numbers**

- **Auditorium reservations and meeting coordination:** 301-496-5389 or 301-496-7771 (**Melanie Modlin**), and 301-496-6308 or 301-594-7543 (**Nicole Hollis**). Both work in NLM's Conference Management section, under the Office of Communications and Public Liaison.
- **Registration desk phone, outside auditorium**, Lister Hill lobby (for use by groups meeting in the auditorium): 301-496-4062.
- **On-site fax number:** 301-496-7831. (Machine located in Melanie Modlin's office, Room 128 of Lister Hill Center, just off the Lister Hill lobby.)
- **Lister Hill cafeteria manager George Abbott**, 301-496-3697. Mr. Abbott can assist you with catering meals, coffee breaks and receptions.

**Prior to Your Meeting at Lister Hill**

1. If you haven't used the LHC Auditorium before, it's a good idea to meet with Melanie or Nicole several weeks prior to your event, to tour the facility and to discuss logistics, audiovisual requirements, etc. (Melanie will be

contacting the meeting sponsor the month before the meeting, to go over arrangements.)

2. Please schedule coffee breaks after 9:30 a.m. and after 2:30 p.m. The Lister Hill cafeteria, on the B-1 level (one floor down from the auditorium) opens at 7:00 a.m. and closes at 3:30 p.m. If possible, please schedule your lunch break (if you're planning to have attendees eat in our cafeteria) after 12:30 p.m., when most Library staff members have already had their lunch. This reduces traffic. Hot food service ends at 1:30 p.m. each day.
3. As soon as possible, please notify Melanie or Nicole of the audiovisual requirements for your meeting. A-V requests that we can support (with advance notice) include:
  - Showing 35mm slides (single or side-by-side projection)
  - Projecting overhead transparencies
  - Using our projector *with your laptop computer*, to do a PowerPoint demonstration or to connect with the Internet
  - Showing ½" (VHS) videotapes in the NTSC, PAL, or SECAM formats
  - Recording the proceedings on audiocassettes (Please provide tapes)
  - Setting up a front stage table, with microphones, for a panel (maximum of 10 persons)
  - The services of full-time A-V technician(s) throughout your meeting (As with all of our services, there is no charge)

**Please note that teleconferencing, video recording and webcasting are not part of our repertoire. Also, we cannot offer breakout rooms. Sorry.**

**It's fine for your speakers to use computers for their presentations. We would ask that they (or perhaps your office) bring their/your own laptop(s), please, and that they/you contact Melanie or Nicole several days prior to the meeting, to schedule a brief set-up rehearsal with the Lister Hill audiovisual technicians. This will give us the chance to make sure that the laptop(s) and our projector function well together.**

4. Please send a copy of your agenda (draft version is acceptable) to Melanie Modlin (fax 301-496-7831 or e-mail [mm354i@nih.gov](mailto:mm354i@nih.gov)) or Nicole Hollis (fax 301-496-4450 or e-mail [nh70k@nih.gov](mailto:nh70k@nih.gov)) at your earliest convenience. Making margin notes about each speaker's audiovisual requirements is very helpful and makes the meeting run more smoothly.
5. If you like, arrange a time the workday before the meeting to set up registration, move furniture, etc. (This won't be possible if there's a meeting in the auditorium the day before your meeting, of course.)
6. Doors to the Lister Hill building open at 7:00 a.m. If you or your caterers want to be admitted earlier, that's no problem. Just let Melanie or Nicole know in advance who will be coming and at what time.

7. Auditorium doors open at 7:30 a.m. or one hour before the meeting start time -- whichever is earlier.
8. The Lister Hill building closes at 6:00 p.m.

### **Meeting Sponsor's Responsibilities**

1. Find out your speakers' audiovisual requirements before the meeting. (We regret that we cannot promise to honor A-V requests made the day of the meeting. Please give us at least one day's notice.)
2. Please ask the speakers on your first morning panel to arrive 30-45 minutes prior to the start of the meeting on the day they present. Persons speaking later in the morning or anytime in the afternoon should be asked to report during the coffee break preceding their talk. Speakers should be directed to the "Media Preparation Room" behind the auditorium, where they will check in their audiovisual materials and receive a brief orientation to the lectern. **(Please direct all speakers to the Media Prep Room, even in they are not using A-V materials, so that our staff will know that they've arrived and we can orient them to the lectern.)**
3. Staff the registration desk during the meeting. There is a large message board next to the registration desk, for posting phone messages. Please supply your own message pads and other office supplies.
4. Notify NLM staff, please, if you require extra tables for refreshments or for a panel discussion in the auditorium, easels, flip charts, etc. We have these!
5. Make arrangements for coffee breaks. A list of caterers follows, and you're welcome to select others. The Lister Hill Center cafeteria, headed by George Abbott, is an affordable, conveniently located choice.
6. Supply all other materials for the meeting -- poster boards for poster sessions, overhead transparencies, paper, pens, etc.
7. Supply **90-minute** audiocassette tapes, please, if the meeting is to be recorded. (Please notify NLM staff **in advance** if you would like this service.)

### **Miscellaneous**

1. Seating capacity of the Lister Hill Auditorium is 164. There are also 12 presenter/moderator chairs in the front row but they do not have microphones.
2. Your reservation of the LHC Auditorium is considered "tentative" (although we won't give it away to another party!) until you have completed NIH Form 827-2, "Request for Conference Facility," and submitted it to Melanie or Nicole. A copy of your request, once approved by NLM's Director, will be faxed back to you as confirmation.
3. The National Library of Medicine will provide a small lobby sign for your meeting (if requested in advance). If you would like to display posters announcing your meeting, we can supply easels.

4. If you have engaged a court reporter to transcribe the proceedings of your meetings, please let us know in advance. We will reserve space for that person and help him/her plug into our audio system.
5. Smoking is prohibited in the building.
6. Food and drink are prohibited in the auditorium.
7. A list of these and other housekeeping announcements follows. Please feel free to photocopy them, along with the maps and other materials in this packet, for meeting participants.
8. Questions? Kindly contact Melanie Modlin (301-496-7771) or Nicole Hollis (301-496-6308).