



**National Business Center  
Administrative Operations Directorate  
Conference and Special Events Office  
November 2006**

**Summary of Services:**

The Conference and Special Events Office (CSEO) provides scheduling and planning along with coordination of logistical and technical support for seven NBC-controlled conference rooms and two auditoriums in the Interior Complex. These services are provided to internal as well as external customers. Listed on the back are the conference facilities along with room capacity, room setup, audiovisual equipment and other important information.

**Requesting Services:**

- Requests for use of conference space and meeting planning can be made by contacting the CSEO at phone # (202) 208-4412; fax # (202) 208-6141; or e-mail.
  - Mariane Gately, CSEO Team Leader, Support Services Specialist  
POC: MIB & SIB Auditoriums and South Penthouse  
e-mail: [mariane\\_m\\_gately@nbc.gov](mailto:mariane_m_gately@nbc.gov)
  - Leslie Harmon, Support Services Technician  
POC: Conference Rooms  
e-mail: [leslie\\_c\\_harmon@nbc.gov](mailto:leslie_c_harmon@nbc.gov)

**Pricing:**

- Conference Rooms & Public Space:  
Audio-visual & Miscellaneous Equipment  
**(Equipment below is not located in our conference rooms)**
  - LCD Projector: \$50.00 per day
  - Various Microphones (lavaliere, handheld and wired): \$25.00 per hour
  - DVD Player: \$25.00 per day
  - CD Player: \$25.00 per day
  - Portable 5' Screen: No Charge
  - Room Setup: No Charge
  - Coolers: No Charge
  - Internet Access: No Charge – MUST Complete Security IT Form
- Main & South Interior Auditoriums and South Penthouse  
Request Form is required for reserving these facilities  
Contact Mariane Gately to get pricing (cost varies depending on program/event)
- Rental Fee for Auditoriums & Penthouse Facilities for External Customers  
Contact Mariane Gately to obtain costs and additional information
  - MIB Auditorium Rental Fee: \$200.00 per hour
  - SIB Auditorium Rental Fee: \$100.00 per hour
  - South Penthouse/Roof Terrace: \$225.00 per hour

**Payment Methods:**

An authorized official must commit funds

- Government Purchase Card (preferred)
- DI-1 Form
- Check (payable to: U.S. Department of the Interior)

**Helpful Tips and Information:**

- Have program needs established prior to contacting our office (date/time, contact, subject, av, etc.)
- Please schedule rooms as far in advance as possible (limited space)
- Submit re-occurring meetings for the following year (in October)

<b>Conference and Special Events Office Conference Rooms and Auditoriums</b>				
<b>Room</b>	<b>Capacity</b>	<b>Room Setup</b>	<b>Food Beverages Permitted</b>	<b>Audiovisual/IT</b>
<b>7000A</b>	30	Conference Table, seating for 20 with additional chairs around the perimeter	NO	AV Cabinet (tv, vcr, overhead and 35mm projectors), screen, flipchart w/paper, podium w/mic and telephone (202) 208-4782 *internet access
<b>7000B</b>	30	Conference Table, seating for 20 with additional chairs around the perimeter	NO	AV Cabinet (tv, vcr, overhead and 35mm projectors), screen, flipchart w/paper, podium w/mic and telephone (202) 208-4309 *internet access
<b>2646</b>	15	Conference table (square)	YES	AV Cabinet (tv, vcr, overhead and 35mm projectors), podium w/mic, flipchart w/paper and NO telephone *internet access
<b>1352 NBC Director's Conference Room</b>	25	Conference table, seating for 20 around table with additional chairs around the perimeter	YES	Video Conferencing, Audio Conferencing, LCD, vcr and dvd capability and flipchart w/paper (202) 208-7236 *internet access
<b>Rachel Carson</b>	80	U shape, classroom (55), square (40), cafeteria, reception and theater seating (80)	YES	AV Cabinet (tv, vcr, overhead and 35mm projectors), screen, flipchart w/paper, podium w/mic and telephone (202) 219-0671 *internet access
<b>John Muir (reopen Spring 2007)</b>	20	square, U shape and theater seating	YES	AV Cabinet (tv, vcr, overhead and 35mm projectors), flipchart w/paper podium w/mic and telephone (202) 219-0672 *internet access
<b>North Penthouse (reopen Fall 2007)</b>	40	U shape for 30 10 chairs around perimeter	NO	AV Cabinet (tv, vcr, overhead and 35mm projectors), screen, flipchart w/paper, podium w/mic and telephone (202) 208-4815 *internet access
<b>South Penthouse (request form required)</b>	50	U shape for 20, square for 25, classroom for 30, theater for 50	YES	AV Cabinet (tv, vcr, overhead and 35mm projectors), flipchart w/paper, podium w/mic and telephone (202) 208-4954 *internet access (Mariane Gately will schedule)
<b>MIB Auditorium (request form required)</b>	700	Fixed Seating Theater	NO	Various (Mariane Gately will schedule) Various av services *internet access
<b>SIB Auditorium (request form required)</b>	175	Round tables seating for 80, classroom for 35 and theater seating for 175	YES	Various (Mariane Gately will schedule) Various av services and (two) flipcharts w/paper Telephone (202) 208-2724 *internet access

**NOTE: Rooms are subject to change due to the MIB Modernization Project.**

**\*Internet Access Security Form is required (obtain from CSEO)**