

# ntsb

conference  
center



A rental state-of-the-art facility with convenience.

202.314.6305

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conference center

## welcome

The National Transportation Safety Board (NTSB) has a state-of-the-art Conference Center available for rent to public and governmental entities. You may rent the entire facility or portions of it for your event at an affordable price.



## features

The conference center consists of a theater-style auditorium and four separate conference rooms, all equipped with state-of-the-art audiovisual components.

## amenities

Other amenities include copier, fax machine, telephones, sink, refrigerator, microwave, ice machine, and rest rooms.







## auditorium

The centerpiece of our facility is a theater-style auditorium that seats up to 350 people with 1,682 square feet of flexible space in front of the theater.



## accessibility

The center can be easily accessed by wheelchair and is designed to accommodate persons protected under the Americans with Disabilities Act (ADA).



# conference rooms

Four conference rooms are available adjacent to the board room auditorium. Each has basic audio visual services with some variation as to size and content of the rooms.



## conference room a & b

- Combined size 21' x 39'  
(100 persons)
- Optional divider to split rooms  
(50 persons)
- Phone, Fax
- Projector/screen  
(Conference room B only)
- Sink, refrigerator, microwave  
and ice machine  
(Conference room A only)



## conference room c (press room)

- Size: 20' x 25'  
(50 persons)
- Multi-phone lines
- Projector/screen
- Viewing access to auditorium
- Data lines







## conference room d (family room)

- Size: 20' x 25'  
(50 persons)
- Phone
- Projector/screen
- Viewing/listening access to auditorium
- Soundproof divider

## attractions & landmarks

The Conference Center is located near some of Washington D.C.'s most popular attractions and national landmarks.

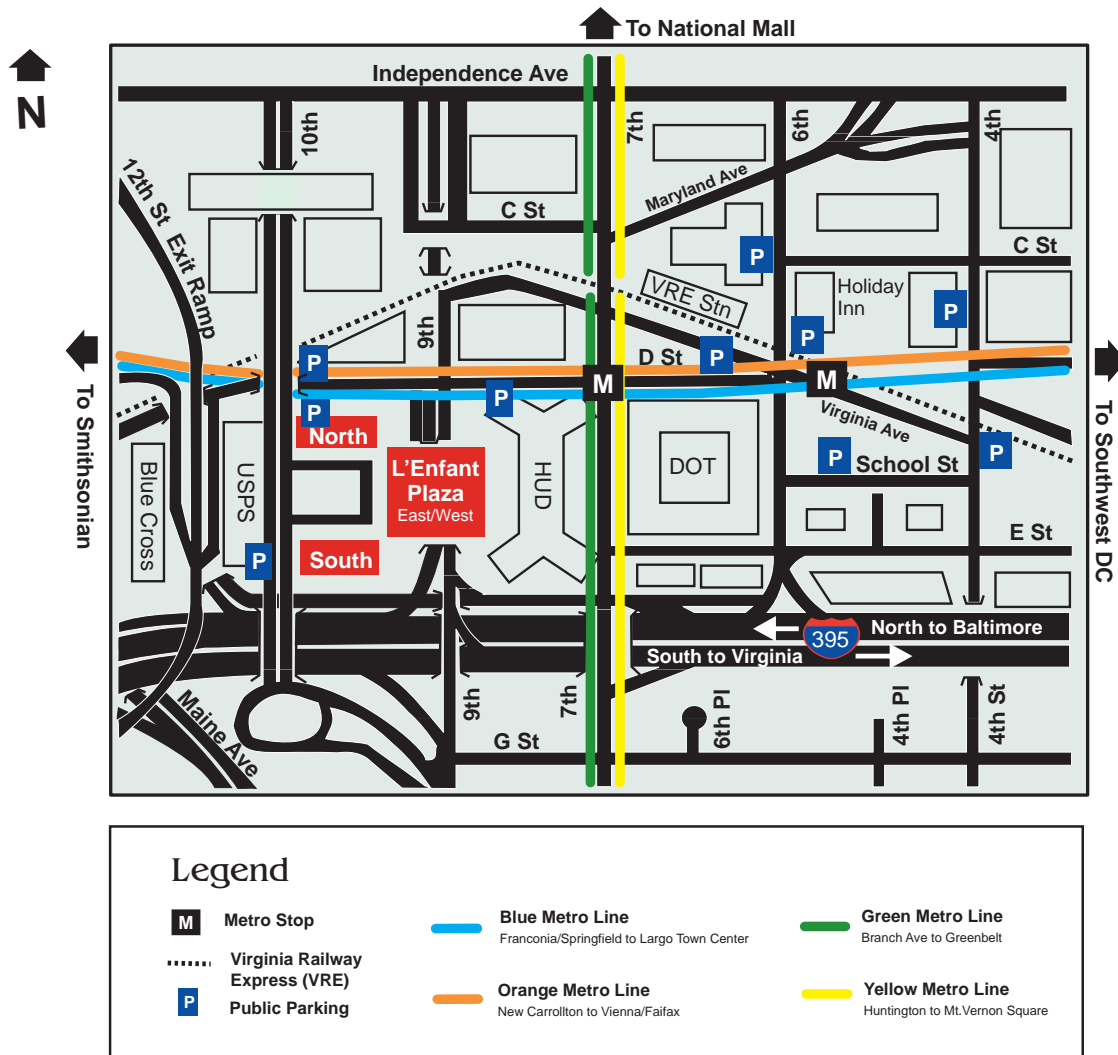


- L'Enfant Plaza Hotel
- L'Enfant Plaza Metro
- Virginia Railway Express (VRE)
- Smithsonian Museums
- National Air and Space Museum
- Restaurants
- United States Post Office
- Boutiques & Shops
- The National Mall
- Off-Street Public Parking
- Waterfront Attractions

# location and directions

## Location

The NTSB Conference Center is conveniently located in downtown Washington, DC and within three miles Ronald Reagan National Airport of the facility.



## Directions

**Driving and Parking** - The street entrance is located on lower 10th street just below the L'Enfant Plaza Promenade running between D Street and Frontage Road, SW. Public garage parking is immediately adjacent.

**Public Transportation** - From the L'Enfant Plaza Metro stop: Yellow, Green, Orange or Blue Line. Follow the 9th and D Street exit signs, walk through the shopping promenade past the atrium, and take the escalator down to the lower level.

# audio visual services

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## **Computers**

- Laptop—you may request a computer to be provided, or use one of your own for a presentation.
- PowerPoint—all versions are supported. You may provide your presentation on CD-Rom or Jump Drive.

## **Large Rear Projection Screens**

- Two 12'x10' rear projection screens with capacity for separate control function are available in the auditorium only.

## **Projection Screens**

- Each conference room is capable of operating separately for small gatherings, or they can be linked with the auditorium rear projection screens for larger multi space events.

## **Video Cameras**

- Five remote controlled cameras are permanently mounted to the ceiling of the auditorium. If additional camera angles are needed, consult with our A/V specialist to arrange for changes to this space.
- Portable video camera and tripod—available for meetings in rooms other than the auditorium.

## **VHS and BETA Players**

- VHS decks are available for use in any location.
- A BETA player is available for use by special request.

## **Microphones**

- Standard—tabletop and podium microphones are available for use in the auditorium.
- Wireless—handheld and lavalier wireless microphones are available upon request.

## **Teleconferencing, Videoconferencing, and Webcasting**

- Teleconferencing and Videoconferencing are available upon request.
- Webcasting, whether live or delayed, is available upon request. However this feature is limited to the auditorium.
- ISDN phone lines are available for an additional cost.
- A Mult box and External Connections for both audio and video feeds to satellite trucks and other press equipment.

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### **For reservations and/or questions:**

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429 L'Enfant Plaza, SW  
Washington, DC 20594  
Phone: 202.314.6305  
E-mail: [reserve@ntsb.gov](mailto:reserve@ntsb.gov)  
Website: <http://www.nts.gov/events/newlocation.htm>



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