



## The Conference Center at The Homer Building

The Conference Center at The Homer building is comprised of four multi-purpose rooms (Hockney, O’Keeffe, Miró, and Ringgold) providing wireless internet, HDMI compatible flat screen monitors, telephone and video conferencing capabilities. The Conference Center offers the perfect amount of space for small meetings and breakout groups that can accommodate approximately 16 to 20 people per room. Need additional meeting space? Both sides of the Conference Center offer a double room feature with retractable wall dividers offering double the occupancy. The Conference Center also provides a kitchenette, coatroom, and reception area for your leisure. Please inquire with Roxie Lewis, The Homer Building Client Services Coordinator for additional information for use of the Conference Center.

**Roxie Lewis**

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### Room Features

#### **Hockney**

Next to the kitchenette area, the Hockney room offers wireless internet, an HDMI compatible flat screen monitor, a laptop, and telephone conferencing. The Hockney also features theater, classroom, and boardroom style seating to accommodate **approximately 16 to 20 guests** in the room.

#### **O’Keeffe**

The O’Keeffe conference room offers wireless internet, an HDMI compatible flat screen monitor, and telephone conferencing. The O’Keeffe also features theater, classroom, and boardroom style seating to accommodate **approximately of 14 to 25 guests** in the room.

#### **Miró**

The Miró conference room offers wireless internet, an HDMI compatible flat screen monitor, and telephone conferencing. The Miró also features theater, classroom, and boardroom style seating to accommodate **approximately 14 to 25 guests** in the room.

#### **Ringgold**

The Ringgold conference room is the only conference room with video conference capabilities in addition to wireless internet, an HDMI compatible flat screen monitor, a laptop, and telephone conferencing. The Ringgold also features theater, classroom, and boardroom style seating to accommodate **approximately 16 to 20 guests** in the room.

### Combining Rooms

The **Hockney** and The **O’Keeffe** rooms combined can **accommodate approximately 26 to 60 guests**. The **Miró** and The **Ringgold** rooms combined can **accommodate approximately 23 to 50 guests**.



## Policies & Procedures

The Conference Center at The Homer Building is designed and equipped for professional meetings and conferences requiring additional space and or audio/visual equipment. The cost to use the Conference Center is a flat-rate of \$125.00 per use, per room (weekdays only). If you combine two rooms, the rate is \$250.00 (weekdays only). Conference Room rates on the weekend and before/after hours are based upon HVAC, total labor hours of porter services provided, and post cleaning services.

For meetings occurring after hours (before 8:00 am or after 8:00 pm on weekdays, or any time Saturday and Sunday) the User must reimburse HVAC and Porter costs for the duration of the event. HVAC cost is \$85.00 per hour, and Porter cost is \$34.00 per hour. Please note that porter hours and HVAC hours are based on hours commencing with the time of set up to final cleanup.

To reserve the Conference Center, the following information is required:

- Event title
- Event start and end times (Meetings must conclude by the specified end time)
- Number of attendees
- Room setup style (5 different layout options are available)
- Audio visual setup requirements
- Name of caterer and Client's primary catering contact. For those events that are catered, please note the serving or presence of red wine is prohibited. Rose wine and cranberry juice is allowed.

Clients utilizing the meeting space are required to provide a list of event participants for the use by building security ([601security@akridge.com](mailto:601security@akridge.com)).

Evening and weekend event rates **do not** include additional costs for HVAC which is \$85 per hour, and will apply before 8:00 a.m. and after 8:00 p.m. on weekdays, and all day on Saturdays and Sundays.

## Standard Meeting Package

The Homer Building standard meeting package is provided for all meetings and includes the following:

- Meeting room configuration and logistics
- Check-in table
- Room signage
- Post event cleanup

## Reservations

The Conference Center rooms must be reserved a minimum of 48 hours in advance. To reserve a conference room please visit The Homer Building site at (<http://601thirteenthstreet.info>). On the Home



page, under “Quick Links” select “Conference Room Reservations”. This will open a new window to the user login of the Electronic Tenant Solutions portal.

If you do not already have a user login, please email Roxie Lewis at [rlewis@akridge.com](mailto:rlewis@akridge.com) and a username and password will be emailed to you. Enter your login/password information, and then select the tabs “Conference Rooms”, “Request Reservation”. There are multiple rooms to choose from, so be sure to select the room that best accommodates your group and provides the best space for your meeting. You can view the different options by clicking the “Room File” link. After selecting the conference room, you will be required to input the main/secondary contact information, meeting details, meeting time & dates, catering details, setup options, and special requests.

Once your reservation is complete it will be submitted to management to review and approve. Once approved, you will receive a confirmation via e-mail. For any additional questions or concerns, please contact Roxie Lewis at [rlewis@akridge.com](mailto:rlewis@akridge.com).

## Miscellaneous

### **Equipment**

There are two laptop computers available for use in the Hockney and Ringgold rooms. The laptops will expedite the setup of the conference room in advance of meetings; minimize the need for IT support and assist Clients with starting meetings in a timely manner. Clients will need to provide their presentation materials via thumb drive. You may request use of a laptop by selecting it from the drop down menu available on the conference room request portal.

Please note Clients can use their own laptop. If so, a representative from your IT department should meet with the Conference Center Coordinator at least 24 hours prior to your meeting date to test your equipment connections. We recommend that your equipment set up be completed at least 1 hour prior to your meeting.

### **WiFi**

Please note that the WiFi Network Name is “601” in the Conference Center. There is no password.

### **Video Conferencing**

The Ringgold conference room has video conferencing software. This software includes a webcam and a monitor. Clients would need to have web conferencing software such as Skype in order to use this software.

### **Polycom Telephones**

The following conference rooms are equipped with polycom telephones. The numbers for each room are referenced below.

**Hockney 202-759-8013**

**O’Keeffe 202-759-8014**

**Miró 202-759-8012**