

2001 L Street Conference Center



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Welcome to 2001 L Street Conference Amenities! This guide will help you orient yourself to the many features available to you for your meeting's audio-visual needs. Should you need further assistance or if something has gone wrong you can always place a work order in Tenant Solutions.

9th Floor Conference Center

WAFs:

- 2001 L Conference Center
- 2001 L Tenant Lounge
 - Password for both: 20th&L2023AUG

Conference Lounge Hours	8am – 7pm (Monday – Friday)
Meeting Reservations Hours	8am - 5pm (Monday – Friday)
Coffee Service Hours	8am – noon (Monday – Friday)
Conference Rooms	Seating Capacity
Central	32
East End	Inoperable
West End	Inoperable
Dupont Circle	10
Foggy Bottom	5

Conference Room Audio/visual Instructions

An approved reservation must be made to use all conference rooms!

All AV equipment must be used with a HDMI and USB cable to a laptop. Connection converters are not available for use.

Conference Center Reservation Notes:

If you require a configuration change, please note your request when making your reservation and email the management office at least 48 hours in advance of your event.

- Conference room can't be used for more than 12 hours(s) per reservation.
- Conference room can't be reserved more than 90 day(s) in advance.
- Conference room must be reserved and approved 1 day (s) in advance.

Central – East End – West End Conference Rooms:

Central conference room can seat up to 32 people total. About 24 chairs can be placed around the table and the remaining chairs are along the wall seating. Chairs will always remain around the tables.

Speakers and microphones are in the ceiling. When using these systems, you must connect your laptop to the HDMI and USB cords attached to the tables.

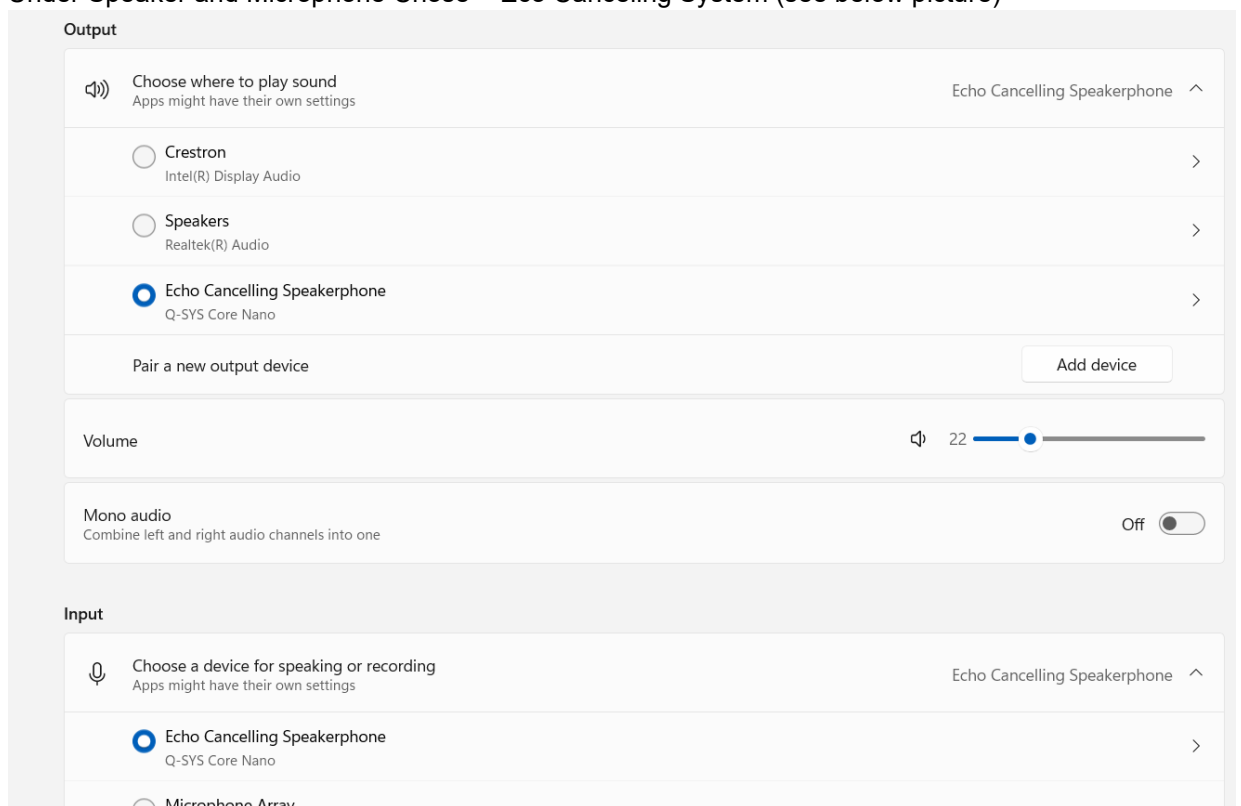
2001 L Street Conference Center



HDI will allow you to display only. TV remotes are located on the back of the TV. The TVs do not have cable or internet. Please do not adjust any settings on the TVs.

To control volume and camera, you should complete the below steps.

1. Settings – Settings – Sound
2. Under Speaker and Microphone Chose – Eco Canceling System (see below picture)



Notes:

- Both TVs will display the same thing. They can not display multiple items when the room is in central mode (1 large room).
- Please do not change the input on the TV. The TVs are only set to present, there is no cable TV or internet.
- There is no phone line in the conference room.
- Food and drinks are allowed in the conference room.

2001 L Street Conference Center

Dupont Circle and Foggy Bottom Conference Rooms:

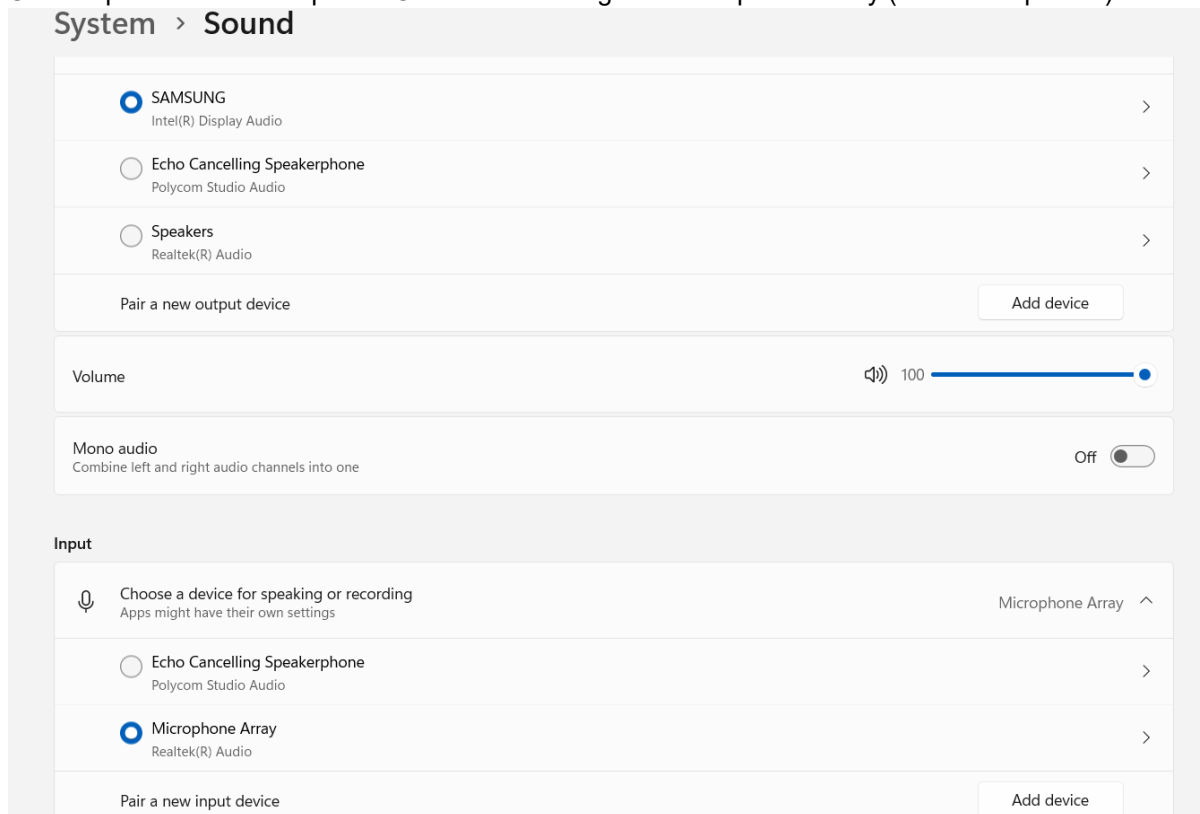
Speakers and microphones are located below the TVs. When using these systems, you must connect your laptop to the HDMI and USB cords attached to the tables.



HDI will allow you to display only. TV remotes are located on the back of the TV. The TVs do not have cable or internet. Please do not adjust any settings on the TVs.

To control volume and camera, you should complete the below steps.

3. Settings – Settings – Sound
4. Under Speaker and Microphone Chose – Samsung and Microphone Array (see below picture)



Notes:

- Please do not change the input on the TV. The TVs are only set to present, there is no cable TV or internet.
- There is no phone line in the conference room.
- Food and drinks are allowed in the conference room.

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2001 L Street Lounge Area

The lounge is open for use without a reservation to all tenants between the hours of 8am – 7pm Monday – Friday.

The TVs have Comcast cable, and the remotes are located behind the TV.

Refrigerator: Is for use during time spent in the conference center. Items should not be stored.

Microwave: Is for use during time spent in the conference center.

29' - 2"

19' - 2"

10' - 10"

DISCLAIMER FOR

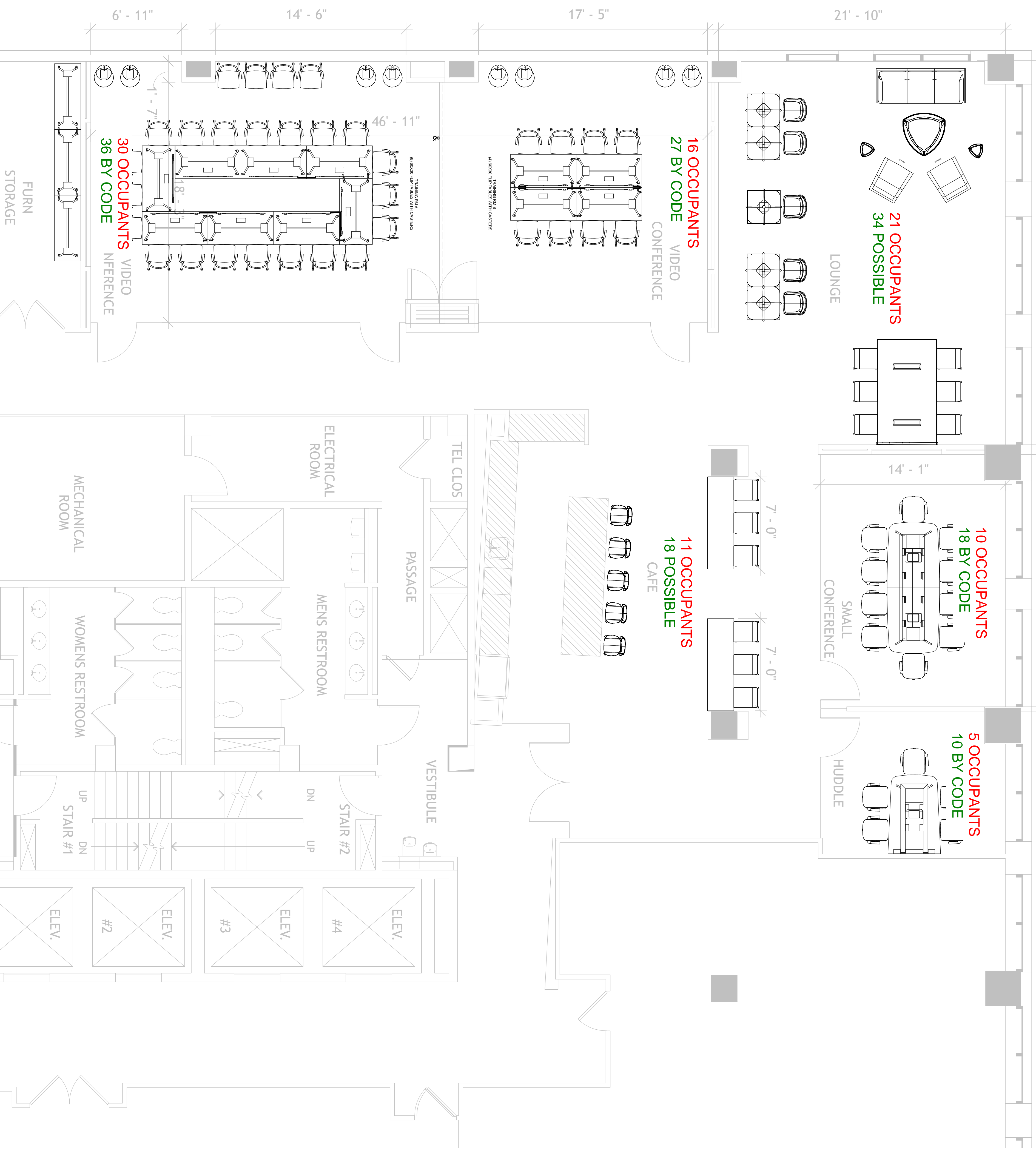
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AN ADDITIONAL QUOTE FOR ANY REVISIONS TO OUR
SCOPE OF WORK DUE TO ACTUAL FIELD CONDITIONS.

DIMENSIONS OF OFFICE
ASSEMBLY'S NOTED IN BLACK



PROPOSAL #
3150

1/1



COMPONENT PLAN

Scale 1/4" = 1'

PROJECT NAME: CONFERENCE CENTER 2001 L ST. 9TH FLOOR		PROPOSAL # 3150	
SALES PERSON: LL	PROJECT MANAGER: BD		
DRAWN BY: Melissa Blanner			
REV. 1 BY:	REV. 2 BY:	REV. 3 BY:	REV. 4 BY:
DATE:	DATE:	DATE:	DATE:
DRAWING APPROVAL:			
DATE:			
SCALE: AS NOTED			
PAPER SIZE: D (24 X 36)			
DRAWING APPROVAL:			
DATE:			

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