

## **816 CONGRESS CONFERENCE CENTER**

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The 816 Congress Conference Center is available for customer use free of charge on a first come, first served basis. The Conference Center is located on the 3<sup>rd</sup> floor and consists of three (3) conference rooms:

Mockingbird Room: SEATING	accommodates up to 8 people 6 Herman Miller Aeron chairs and 2 stackable chairs
Bluebonnet Room: SEATING	accommodates up to 18 people 12 Herman Miller Aeron chairs and 6 stackable chairs
Longhorn Room: SEATING	accommodates up to 42 people 24 Herman Miller Aeron chairs and 18 stackable chairs

Each room is furnished with tables and chairs to accommodate the number of attendees as noted above.

Each room is equipped with a projection system where you can connect your computer to the adaptors (HDMI or VGA) and your screen will project to the wall mounted TV. Additional instructions can be found in the Conference room.

Customers are welcome to rearrange the furniture to suit individual needs, but you must return the room to its usual configuration. Please remove all trash from your meeting. If assistance is needed, please contact the Property Management Office.

The room must be reserved in advance by logging on to the Electronic Tenant Handbook at <https://816scheduling.roomzilla.net>. Click Conference Room Requests at the top of the page.

NOTE: Access for the Electronic Tenant Handbook is limited to the designees indicated on the Customer Contact form.