AGENDA

Scheduling and Event Services Suite
• Discuss program elements and functions
• Discuss program adjacencies
• Review floor plan layout – Finalize space plan
• Discuss security and access requirements
• Discuss storage types and locations
• What is working for you now?
• What is not working for you now?

Conference Rooms
• Walk through floor plan and discuss locations of all conference rooms
• Discuss capacities of each conference room
• Discuss typical configuration of each conference room
• Discuss conference room storage, size and location
• Preliminary discussion about AV for conference rooms
• What is working for you now?
• What is not working for you now?