

Southern Maryland Higher Education Center Meeting and Conference Space Inquiry

Company/Organization: _____ Date _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Date(s) Requesting: _____

Time(s) Requesting: _____

of Attendees: _____

Room(s): Center Hall- I, II, III Multi-Purpose Room Lecture Room
 Computer Labs (Qty. ____) Meeting Rooms (Qty. ____)

Meeting Spaces

Capacity

<i>The Center Hall (I, II, & III)</i>	184 Class	244 Banquet	514 Theatre
<i>Individual Hall (I, II, or III)</i>	60 Class	84 Banquet	164 Theatre
<i>Center Hall Gallery</i>			
<i>Multi-Purpose Room</i>	80 Class	100 Banquet	75 Theatre
<i>Lecture Room</i>	50 Class	70 Banquet	100 Theatre
<i>East Lobby and Corridor</i>			
<i>Computer Labs</i>	25 Class		
<i>Meeting Rooms</i>	25 Class		

Room Set Up: Classroom Banquet Theatre Conference Table or “U”

Items Provided: Computer, LCD Projector and Screen,
Whiteboards and supplies, Laser Pointer, (room set-up), (message boards)

Presentation Needs: SMHEC Computer Client’s Laptop
 Video Only Audio Remote Control Mouse Internet Access Multiple Screen Projection
(Halls and Lecture Rooms)

Soundsystem: Tabletop Mics. (Qty.____) Wireless Mics. (Qty.____)
 Tall Podium/Mic. Tabletop Podium/Mic. Small Podium Large Podium

Items Available:

- | | |
|--|---|
| <input type="checkbox"/> Overhead Transparency Projector | <input type="checkbox"/> Rolling White Board |
| <input type="checkbox"/> VCR | <input type="checkbox"/> Conference Phone |
| <input type="checkbox"/> TV Monitor | <input type="checkbox"/> Courtesy Phone |
| <input type="checkbox"/> LCD Projector w/remote | <input type="checkbox"/> Video Camera, tripod and one tape \$50.00 |
| <input type="checkbox"/> Podium <input type="checkbox"/> Tabletop Podium | <input type="checkbox"/> Flip Chart \$20.00 |
| <input type="checkbox"/> Flags on Stand (Center Hall/ MPR) | <input type="checkbox"/> Attendee e-mail access (if computer lab is open) |
| <input type="checkbox"/> Video Conferencing | <input type="checkbox"/> Software Installation for Lab use \$50.00 per hour |

Catering Arrangements: Breakfast Lunch Snack Kitchen Rental Self Catered No Food

ADDITIONAL NOTES: