

The following items are provided in each room:

· Computer ·LCD Projector and screen ·Whiteboards and supplies



THE CENTER HALL (Halls I, II, and III), BUILDING II

The Center Hall accommodates up to 430 participants for community events, professional meetings, and training activities. A multi-media podium with computer, flat screen monitor, remote control mouse, laser pointer and microphone is available. Three large screens allow multiple screen projection of presentations. The sound system accommodates up to 6 microphones (some wireless).

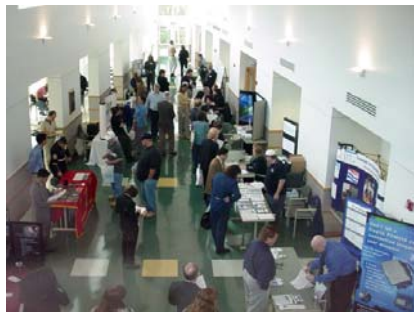
Capacity:	Square Feet:	Pricing:
184 as Classroom	3715 ft.	Full Day \$660
244 as Banquet Room		Half Day \$465
430 in Theater Style		



INDIVIDUAL HALL I, II OR III, BUILDING II

Each hall has a whiteboard, large projection screen, and ceiling mounted projector. Several podiums and microphone setups are available for you to choose from. Computers, laser pointers and a remote control mouse are also available. With plentiful windows and natural light, these halls are ideal for banquets as well.

Capacity:	Square Feet:	Pricing:
60 as Classroom	1238 ft.	Full Day \$315
84 as Banquet Room		Half Day \$215
164 in Theater Style		



CENTER HALL GALLERY, BUILDING II

This 130-foot long contemporary hallway incorporates renaissance architectural design features. It is an ideal location for registration tables and catering set ups for breakfast, lunch and cocktails. It may also be used in conjunction with the Center Hall for additional exhibitors and vendors to set up displays.

Pricing:
Full Day \$165
Half Day \$120



MULTI-PURPOSE ROOM , BUILDING I

This spacious room has great acoustics with or without optional microphone. The room is ideal for training seminars, large meetings, and social gatherings. A whiteboard, projector and projection screen make sharing information easy. Some other options include: computers, podiums, flags, and TV/VCR's.

Capacity:	Square Feet:	Pricing:
80 as Classroom	1717 Ft.	Full Day \$380
100 as Banquet Room		Half Day \$250
120 in Theater Style		



LECTURE ROOMS, BUILDING I

Two Lecture Rooms are available, in Rooms 123 and 108/109. Each have laser projectors, podiums and computers available as well as remote controls, laser pointers and white boards. Room 123 has multiple laser projectors and screens. The setups are ideal for group discussions at individual tables or as meeting rooms.

Capacity:	Square Feet:	Pricing:
48 as Classroom	1080 Ft.	Full Day \$290
48 as Banquet Room		Half Day \$195

With over 40 meeting rooms and 59,000 sq/ft we are certain to have just the right space for your next event.



LECTURE ROOM, BUILDING II

This spacious lecture room offers multiple screen projection. It is easy to manage presentations with the remote control mouse and laser pointer. For additional writing space we provide a rolling white board, or you may rent flip charts on a daily basis.

Capacity:	Square Feet:	Pricing:
50 as Classroom	1080 Ft.	Full Day \$290
64 as Banquet Room		Half Day \$195
100 in Theater Style		



EAST LOBBY AND CORRIDOR, BUILDING II

Located in Building II is a grand lobby and entrance in the rotunda style of architecture topped with a pyramid skylight. This is a splendid place to hold a catered reception.

Pricing:
Full Day \$165
Half Day \$120



MEETING ROOMS, BUILDINGS I & II

24 rooms are available for small seminars, training and meetings. Each room is furnished with professional tables and chairs, and have white boards and supplies, projection screens, and computers. Most rooms have ceiling mounted laser projectors; others may use portable projectors. Tables can be configured in a variety of ways. For a full list of A/V Equipment see page 7.

Capacity:	Square Feet:	Pricing for all:
15 to 25 as Classroom	625 –750 Ft.	Full Day \$200
		Half Day \$130



BOARD ROOM, BUILDING I

This professional and inviting room is an ideal setting to accomplish your tasks. There is a computer and projection screen in the room to display presentations. There is also a white board with markers available in the room. A/V equipment such as conference phones and TV/VCR's are also available. For early morning meetings we recommend the "eye opener" menu item (Includes coffee & tea. See page 12).

Capacity:	Square Feet:	Pricing:
10 at Table	360 Ft.	Full Day \$200
		Half Day \$130



BOARD ROOM, BUILDING II

This is the larger of our board rooms. Sixteen people sit comfortably at the table. It is ideal to use this room for meetings with a lot of group discussion. The computer, projector and screen in the room can be used for presentations. There is also a white-board with markers available. Menu items will be delivered and setup on separate catering tables in the room.

Capacity:	Square Feet:	Pricing:
16 at Table	360 Ft.	Full Day \$200
		Half Day \$130

Multimedia Presentations • Access to the Internet • Live Distance Teleconferencing - SMHEC can meet your needs.



Computer Labs

- 24 stations per lab
- Pentium IV, 256 or 512 RAM
- 10/100 Ethernet cards in machines
- Windows2000 Professional/Windows XP Professional OS
- Microsoft Office 2007 Suite or Office XP Professional
- Adobe Acrobat Reader 7.0
- Internal sound system
- Drives: 3.5 floppy disk and CD-Rom
- 17 inch monitors
- Access to network printers
- Common network drive for shared files
- 1.5 mbps Internet connection

The Southern Maryland Higher Education Center features state of the art computer and audiovisual equipment in five computer labs. Each lab comes equipped with a ceiling-mounted projector and large projection screen. Also available for use are filing cabinets, and a whiteboard and supplies. Anti-virus software is frequently updated to provide optimum protection.

Pricing: Full Day:\$535 Half Day:\$365.

- There will be a \$50/per hour fee for loading and unloading software for training programs.
- Software must be provided 5 working days prior to your scheduled training for our computer technician to install.

Videoconferencing

Using Internet II over T1 lines, our videoconferencing system provides the clearest audio and video in the videoconferencing industry. Videoconferencing is available in some of the Center's meeting rooms. For use in standard sized rooms, two daisy-chained microphone pods have an audio range of approximately 30 feet and provide automatic gain control, noise suppression, and echo cancellation. Video Teleconferencing allows instant communication across offices and to customer sites any-time, anywhere in the world.

Reservations: One Hour Minimum, then 1/2 hour increments.

Pricing: \$100.00 for first hour and \$50.00 per half-hour thereafter.

- Videoconferencing saves travel time and money
- Improves teamwork and training
- Enhances and personalizes communications among employees, business partners and customers
- Easy to use, intuitive graphical interface
- Delivers high-quality enhanced video for an outstanding video image and complete motion capture
- Provides clear 360 degree, full-duplex digital audio
- High-resolution (1024x768) live graphics



Additional Items Available at a Charge:

- **Technology Service:** Computer or printer configuration, loading and unloading software, \$50.00 per/hour.
- **Video Camera, Tripod and One Tape:** \$50.00 per day (Additional video tapes: \$10.00 ea.)
- **Flipchart with pad of paper:** \$20.00 per day
- **Copies:** \$.05; **Faxes:** Local \$.05, Long Distance \$.10, International \$.25; **Transparencies:** \$.75 (C.O.D.)

Billing for Room Usage: Invoices will be e-mailed after the event. Terms: Net 30.

Pricing: Pricing is guaranteed for bookings made January 1, 09 thru December 31, 09.