



## CONFERENCE ROOMS

Columbia Square has two conference rooms as follows:

### **Floor 8: Accommodates up to 52 people.**

- The room includes 14 long tables and four small tables with a window on the west side.
- A white board is painted onto the wall surface. Please only use erasable markers on the board.
- A Polycom speaker phone is available for check out at Melvin Mark Companies in Suite 1380. While it will receive local and long distance, outgoing is local only.
- Wireless internet access is available. The connection is called “Melvin Mark WiFi”, and no password is required. Further instructions are posted in the conference room or available through Melvin Mark.
- The room is fully equipped with audio visual (A/V) equipment for tenant presentations including a ceiling mounted projector and screen, DVD/CD player, cable TV, radio, 3-D technology, and full surround sound speakers. To access this equipment, please check-out the remote and a key to the tuner cabinet at Melvin Mark Companies in Suite 1380.
- No laptop is available for use but may be required to run presentations. VGA and HDMI 30’ cables are also available for tenant presentations via a check-out system.



### **Floor 10: Accommodates up to 10 people.**

- Includes long table and 12 chairs, no windows.
- Internet access is available through the 8th floor conference room connection point, and therefore may not be strong enough for video streaming. The connection is called “Melvin Mark WiFi”, and no password is required. Further instructions are posted in the conference room or available through Melvin Mark.



### CONFERENCE ROOM GUIDELINES

In order to provide equal access to the use of the conference room for all Columbia Square tenants, following are guidelines to use when making reservations:

- When reserving a conference room five (5) or more weekdays in advance, only one (1) reservation per week can be scheduled per tenant. Reservation must not exceed eight (8) hours in length in a given work week period (Monday through Friday).
- When reserving a conference room for the current work week, our policy is first come, first served. Multiple appointments are allowed as long as they do not total more than eight (8) hours for any given week.
- In general, a tenant can only reserve one conference room for one time period. But, if an additional conference room is needed for the same day as an existing reservation and it is available, we would be happy to schedule it. The total for both rooms still may not exceed the 8 hour weekly limit, however.
- No reservations will be taken more than 90 calendar days in advance.

### RESERVATIONS

Reservations can be made in advance by:

- Sending an email to [confreservations@melvinmark.com](mailto:confreservations@melvinmark.com)
- Online at <http://www.melvinmarkcompanies.com/property/columbia-square/>.
- Calling our reservation line at 503.223.9203

A confirmation email will be sent back to you verifying the room is available and that the reservation request has been scheduled.

### WIRELESS INTERNET ACCESS

Columbia Square is equipped with unsecure wireless internet in both the 8th and 10th floor conference rooms (*Melvin Mark WiFi*), as well as in the lobby (*Columbia Square-Lobby*). No password is required, but you will need to accept the terms and conditions.