

# Conference Room Layouts

## Loevner and Anchin Conference Rooms

### Loevner



**Boardroom style: 24 seats (shown above)**  
**Classroom style: 30 seats**  
**Group style: 28 seats**  
**Theater style: 56 seats**

### Anchin



**Boardroom style: 16 seats (shown above)**  
**Classroom style: 20 seats**  
**Group style: 20 seats**  
**Theater style: 40 seats**

# Conference Room Technology

## Loevner and Anchin Conference Rooms

### Instructions

#### Power Up and Set Up

- Power on the laptop and use the TV remote to power on the TV
- Plug in HDMI cord to laptop
- If you plan to use a PowerPoint, ask for presentation remote at front desk
  - Plug in USB from the remote to the laptop to connect

#### Video Conferencing

- Plug in USB cord to laptop
- Plug microphones into one another and then into table hub
  - Set up microphones on both sides of table
- Use camera remote to adjust view of the room so everyone can be seen

#### Test Technology

- If you're having any issues:
  - Check that all cords are secure
  - Check that all cords are from the table hub
  - Please contact Caring Collective Staff

#### Check Out Check List

- Turn off laptop and TV
- Unplug everything from the laptop
- Make sure the laptop bag has everything on this list in it
  - Laptop and charger cable for the laptop
  - Microphones
  - TV and Camera Remote
- Follow Cleaning and Closing procedures listed on the Conference Policies sheet in the room

*For questions or to request a conference room orientation, please contact:*

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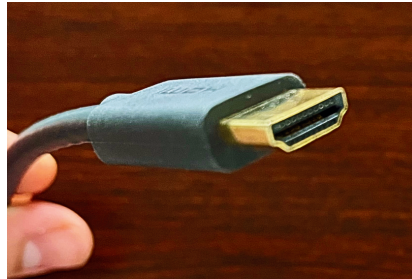
# Technology Reference Photos

## Loevner and Anchin Conference Rooms

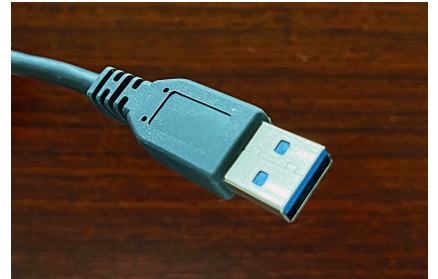
### Table Hub and Wire Bundle



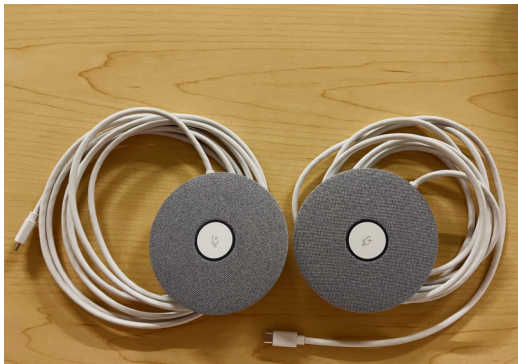
### HDMI Cord



### USB Cord



### Microphones



### Camera Remote (Left) TV Remote (Right)

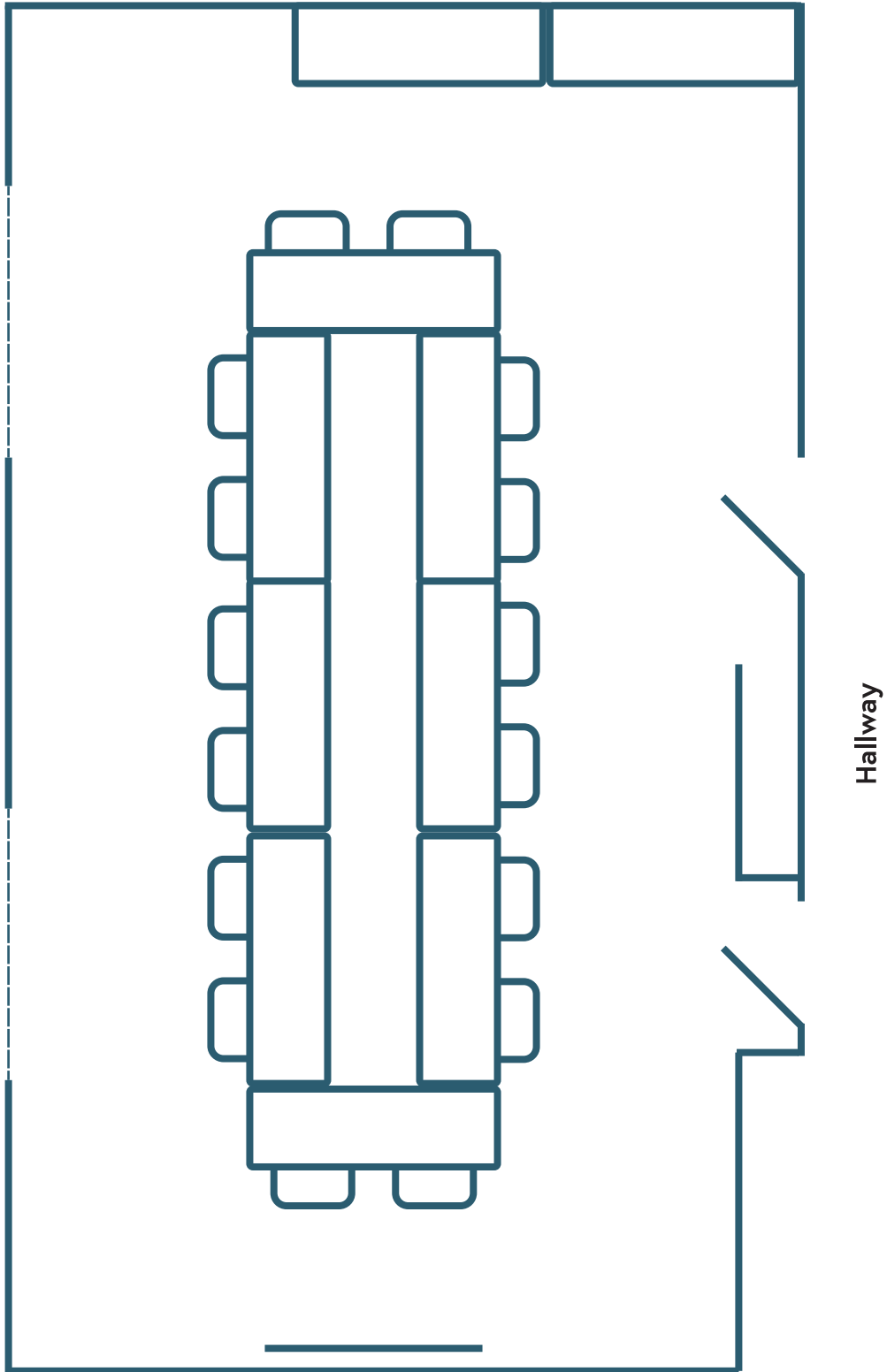


**Microphones and Remotes must be returned to laptop bag.**



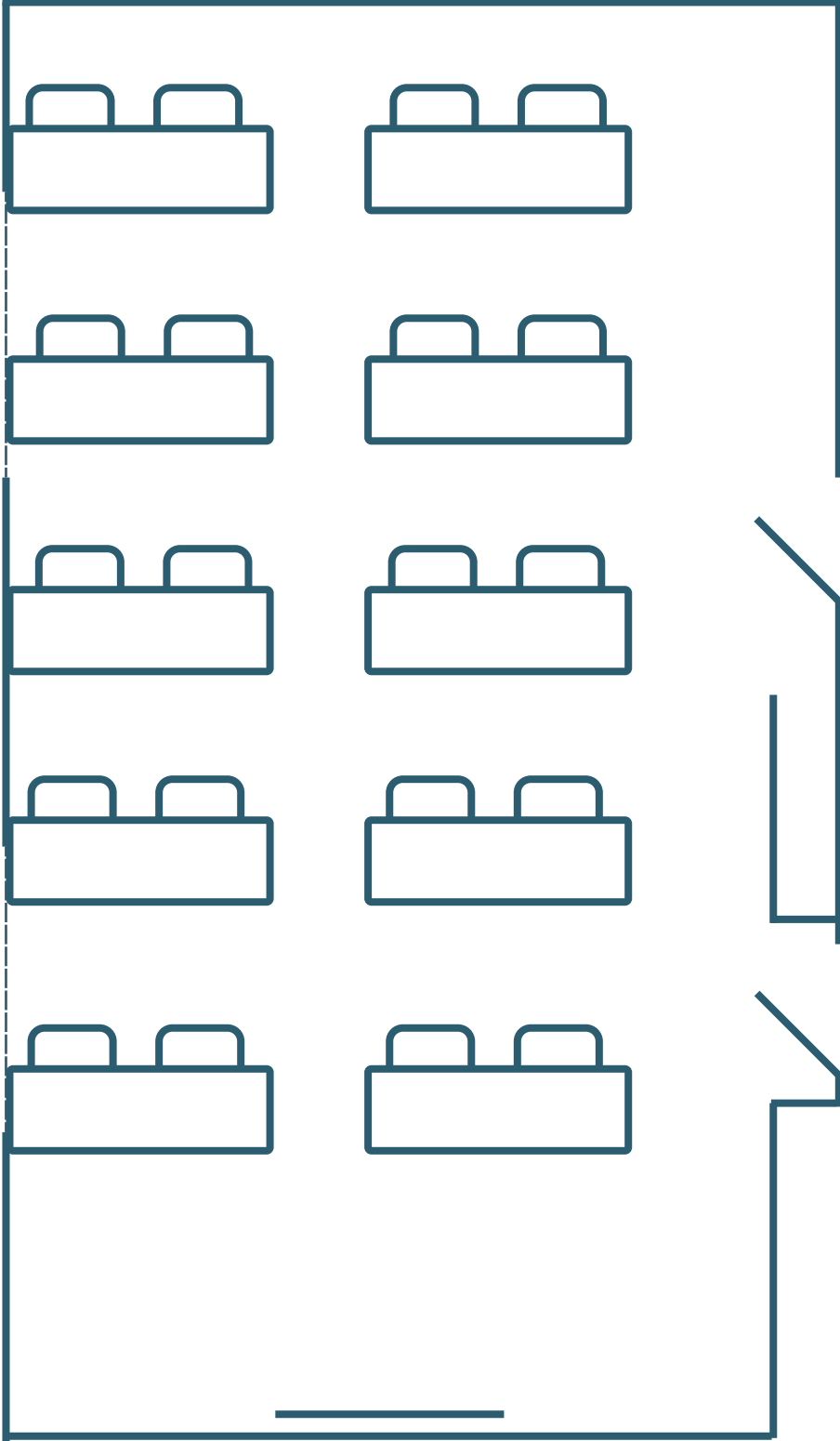
Anchin Conference Room

Boardroom Style  
16 seats



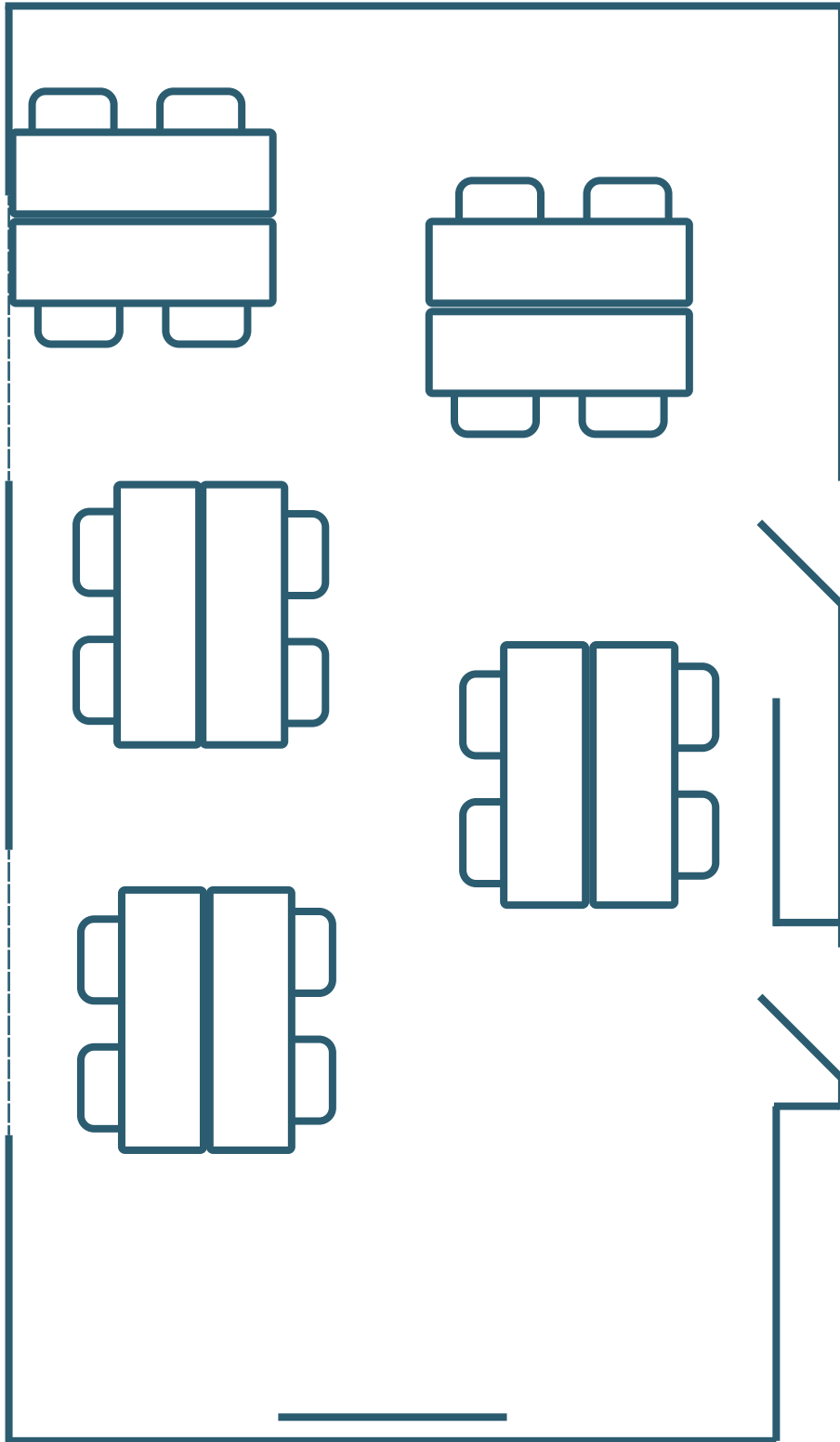
Anchin Conference Room

Classroom Style  
20 seats



Anchin Conference Room

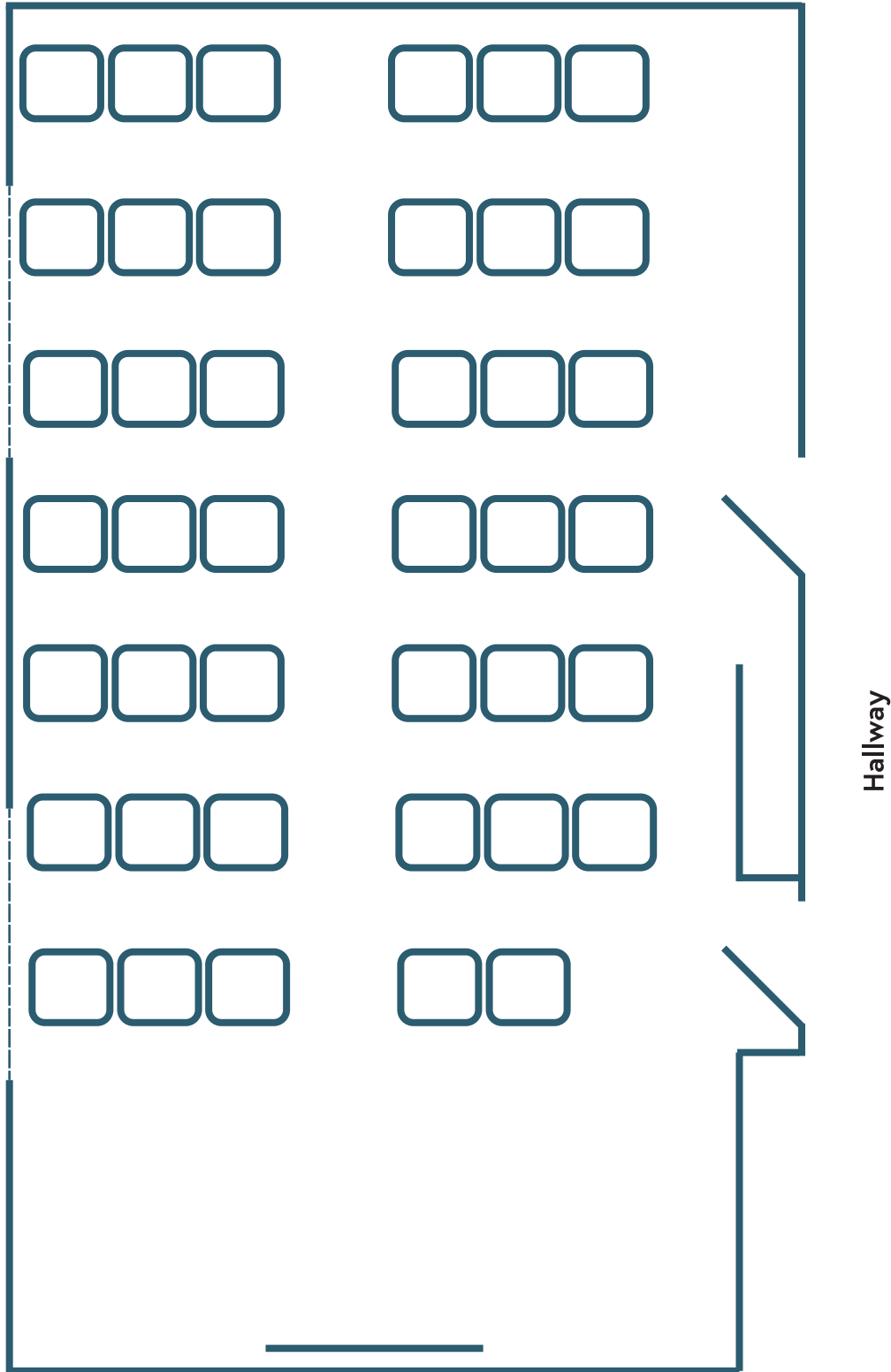
Group Style  
20 seats



Hallway

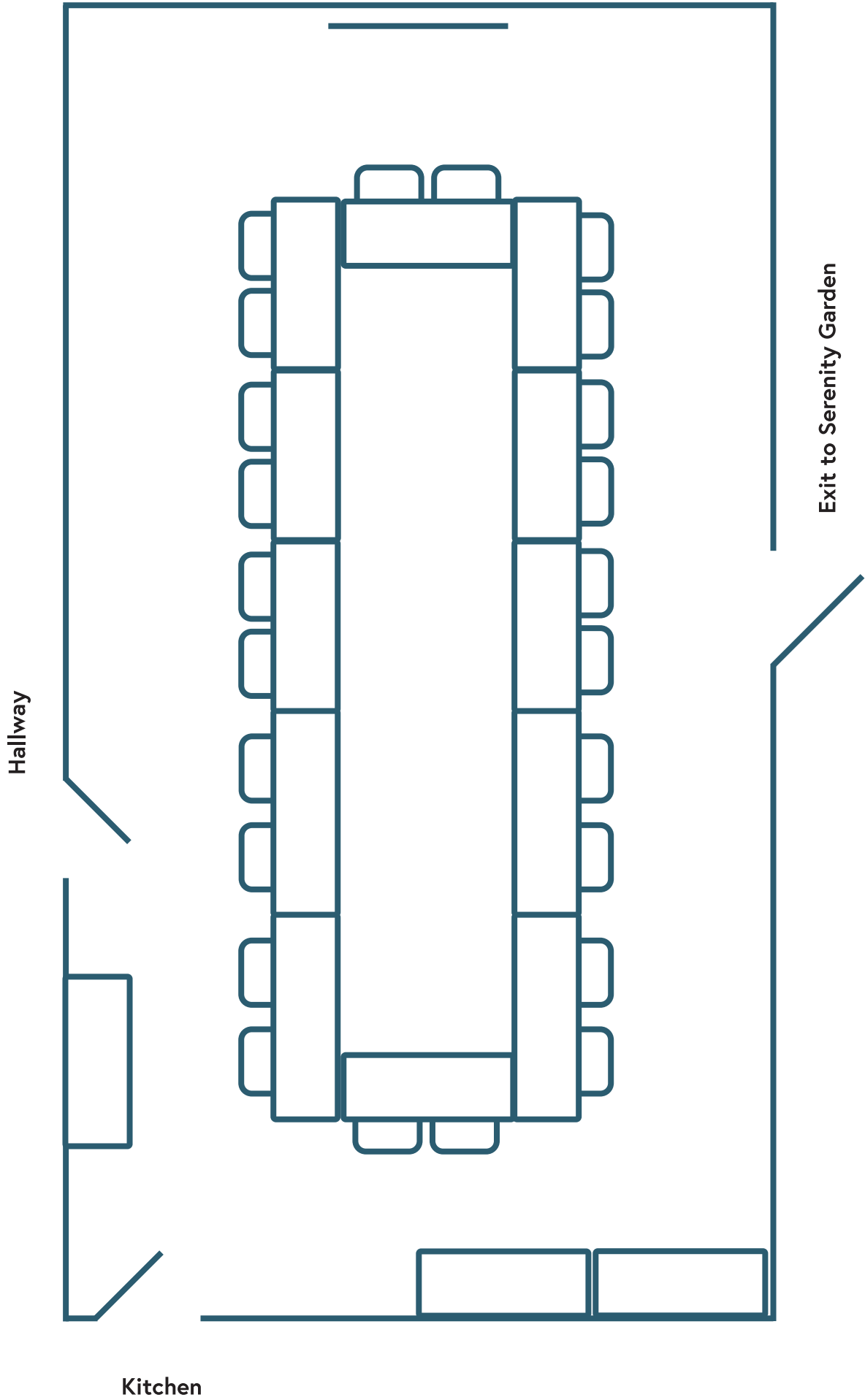
Anchin Conference Room

Theater Style  
40 seats



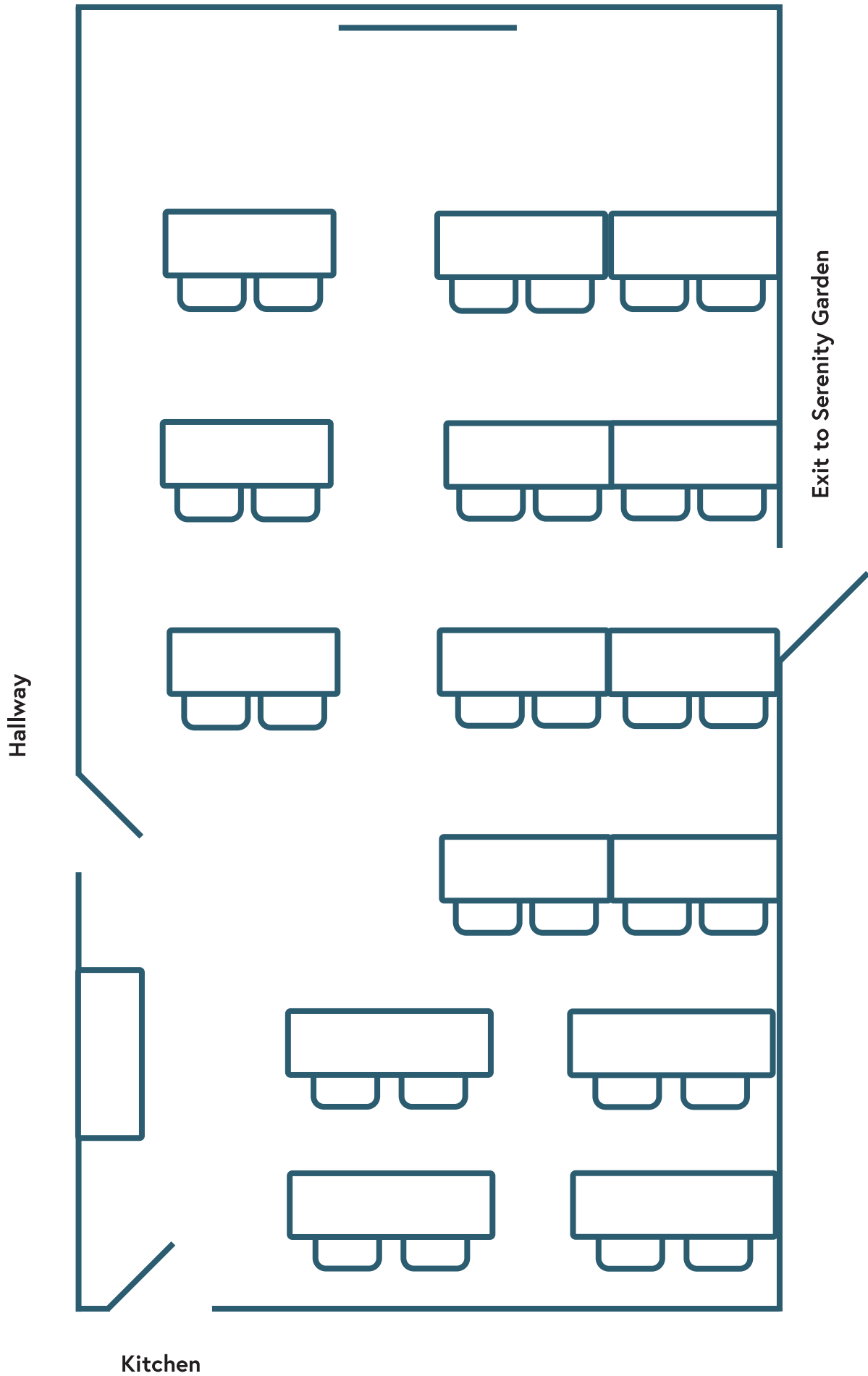
Loevner Conference Room

Boardroom Style  
24 seats



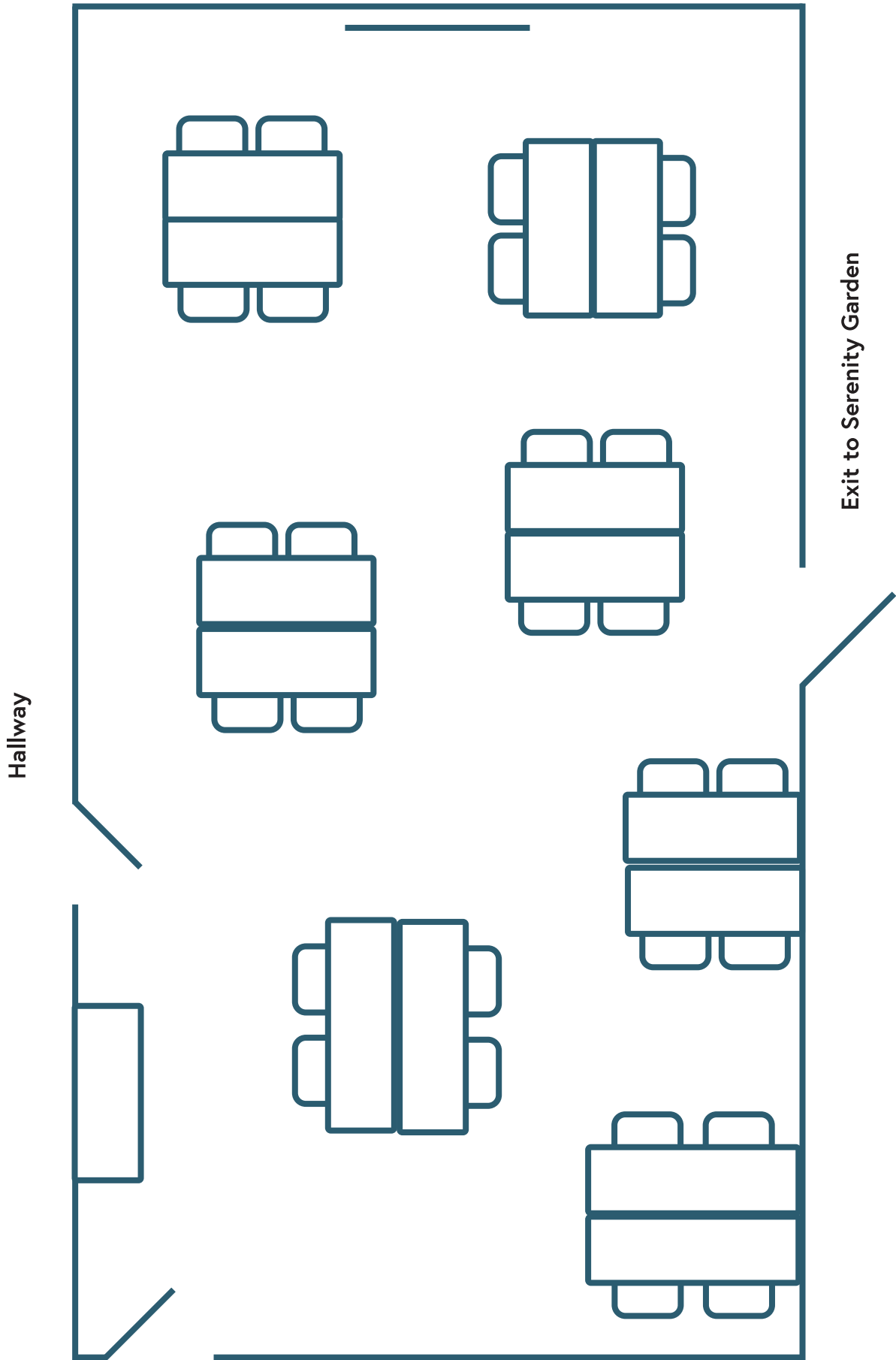
Loevner Conference Room

Classroom Style  
30 seats



Loevner Conference Room

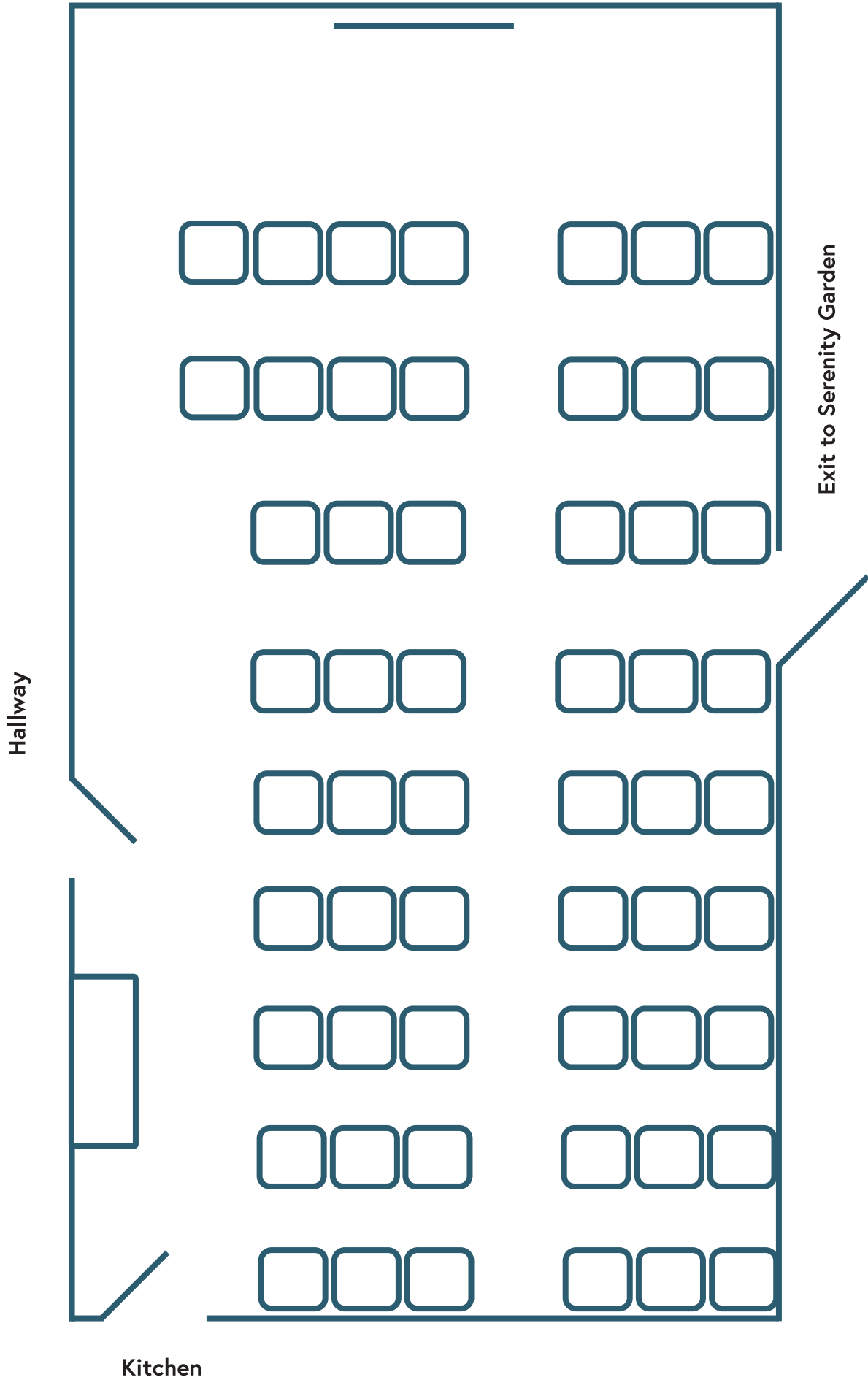
Group Style  
28 seats



Kitchen

Loevner Conference Room

Theater Style  
56 seats



Hallway

Exit to Serenity Garden

Kitchen