

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 Contact
 - Connor Borden or 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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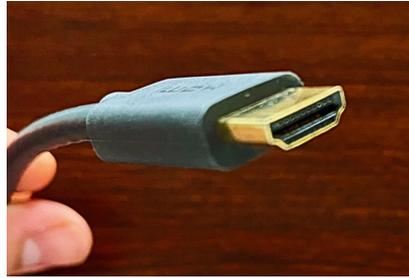
Technology Reference Photos

Loevner and Anchin Conference Rooms

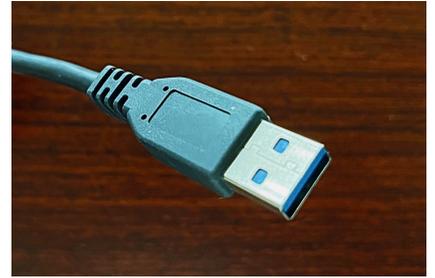
Table Hub and Wire Bundle



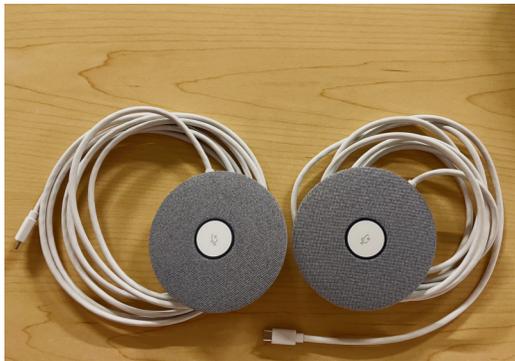
HDMI Cord



USB Cord



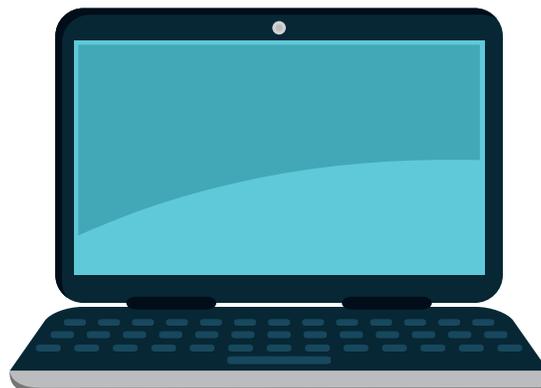
Microphones



Camera Remote (Left) TV Remote (Right)

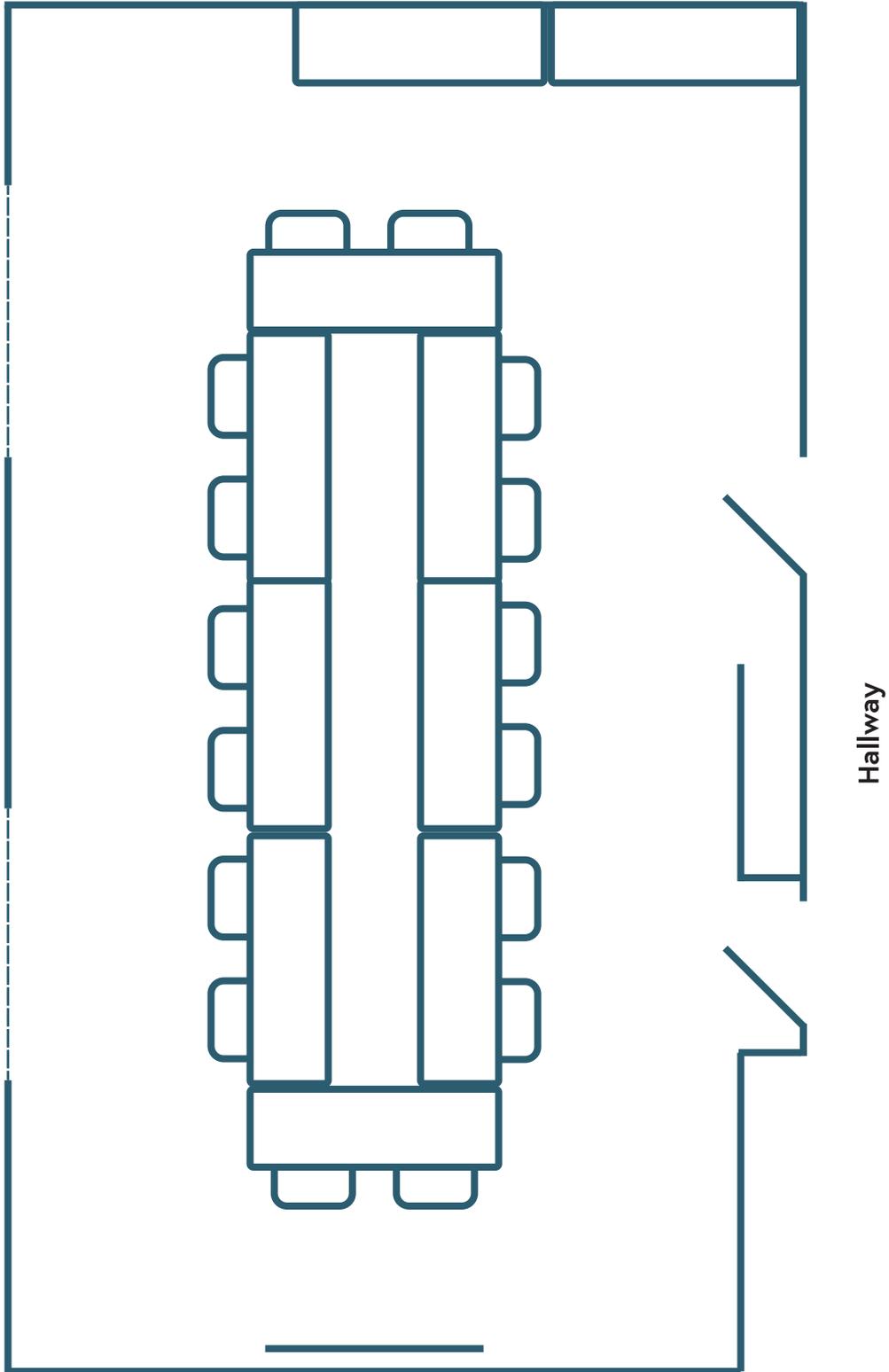


Microphones and Remotes must be returned to laptop bag.



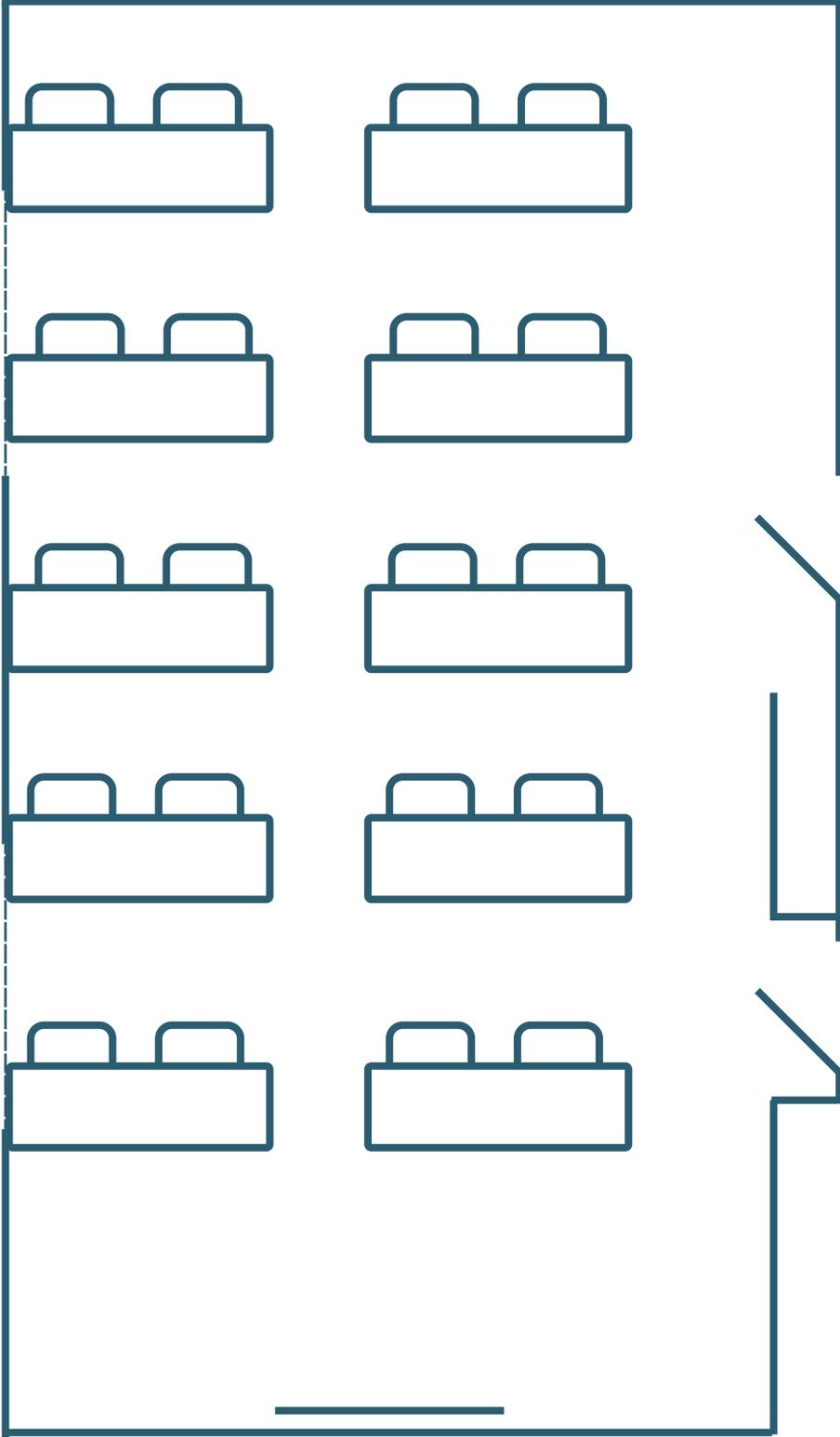
Anchin Conference Room

Boardroom Style
16 seats



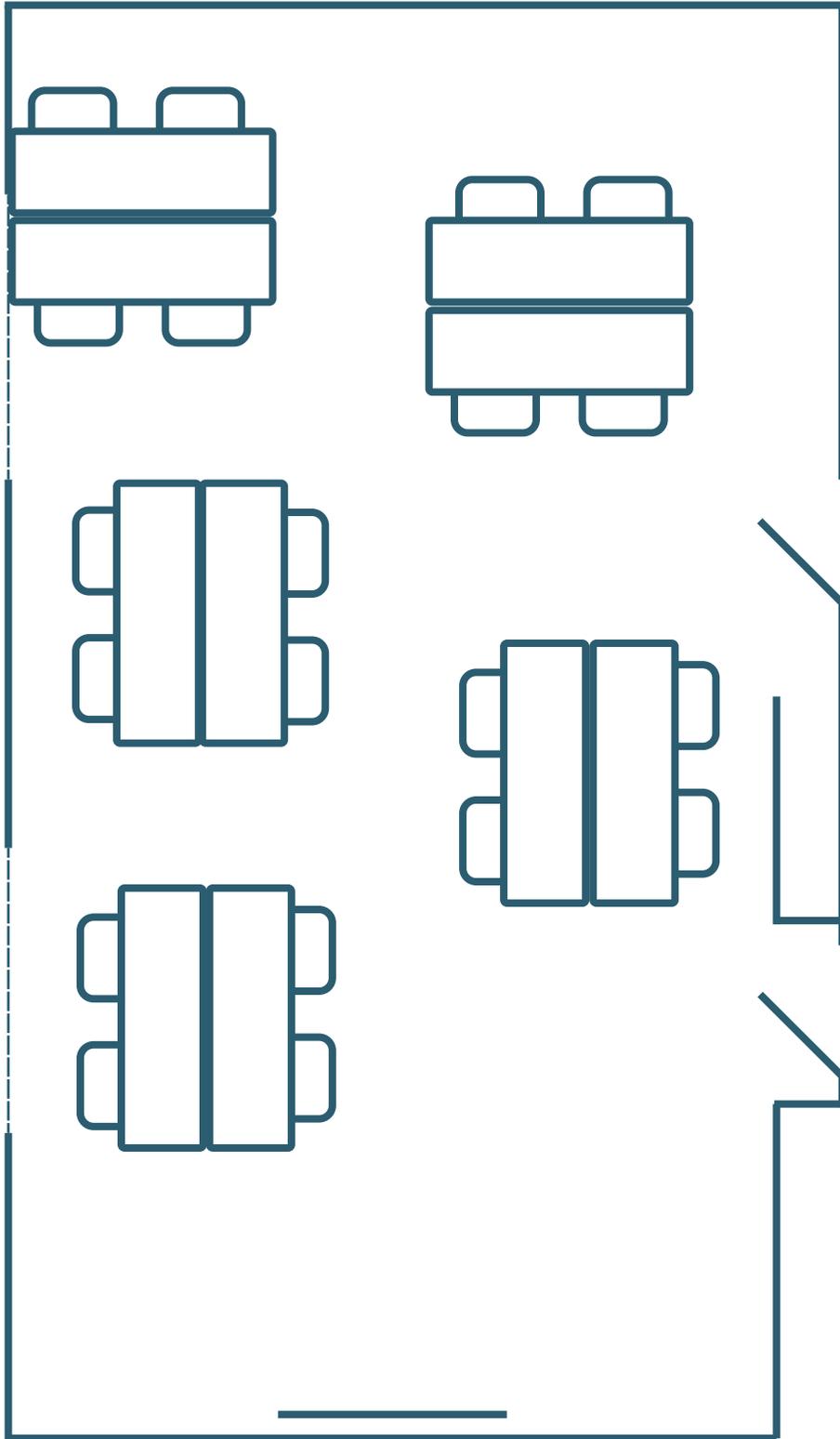
Anchin Conference Room

Classroom Style
20 seats



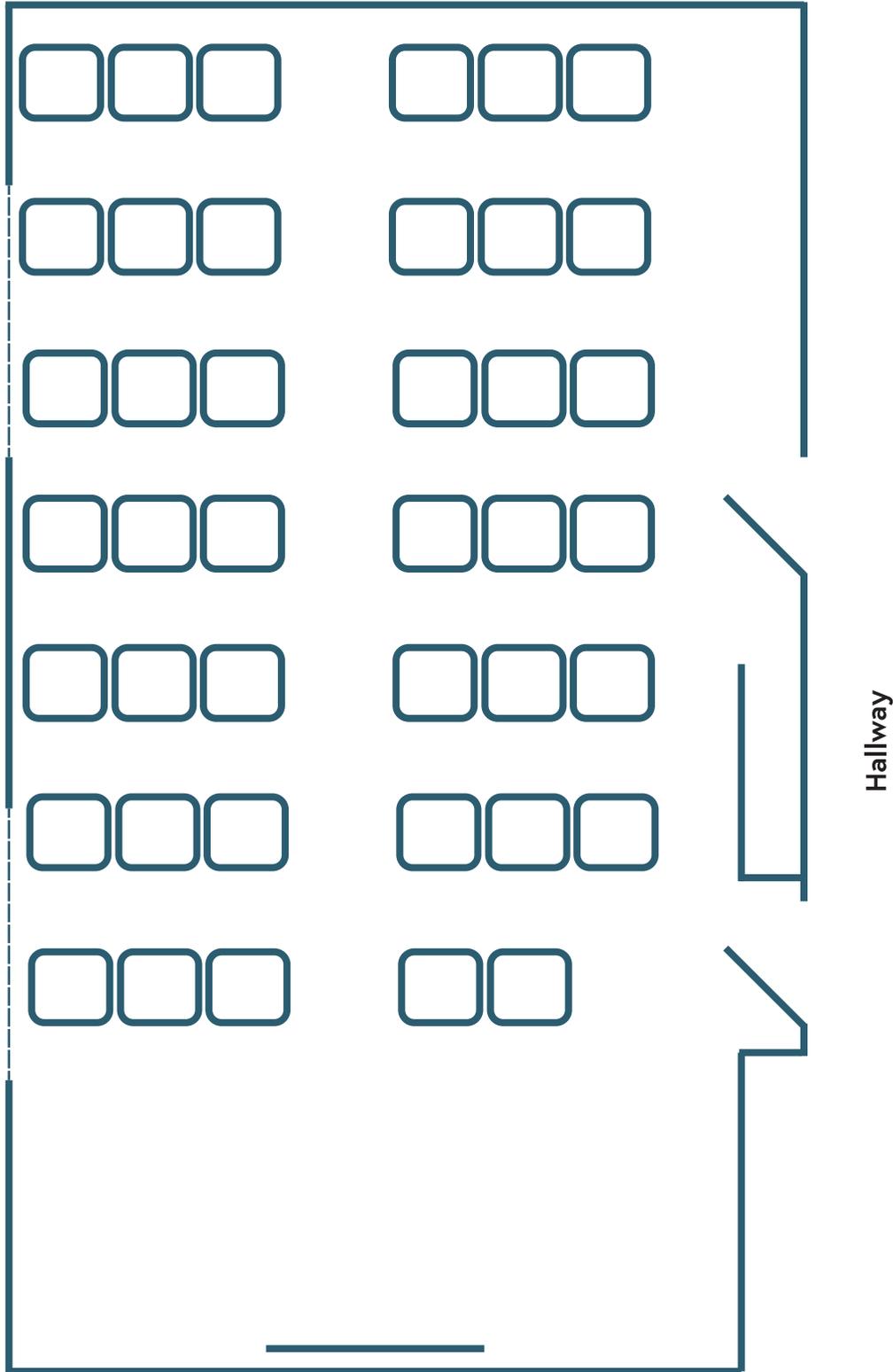
Anchin Conference Room

Group Style
20 seats



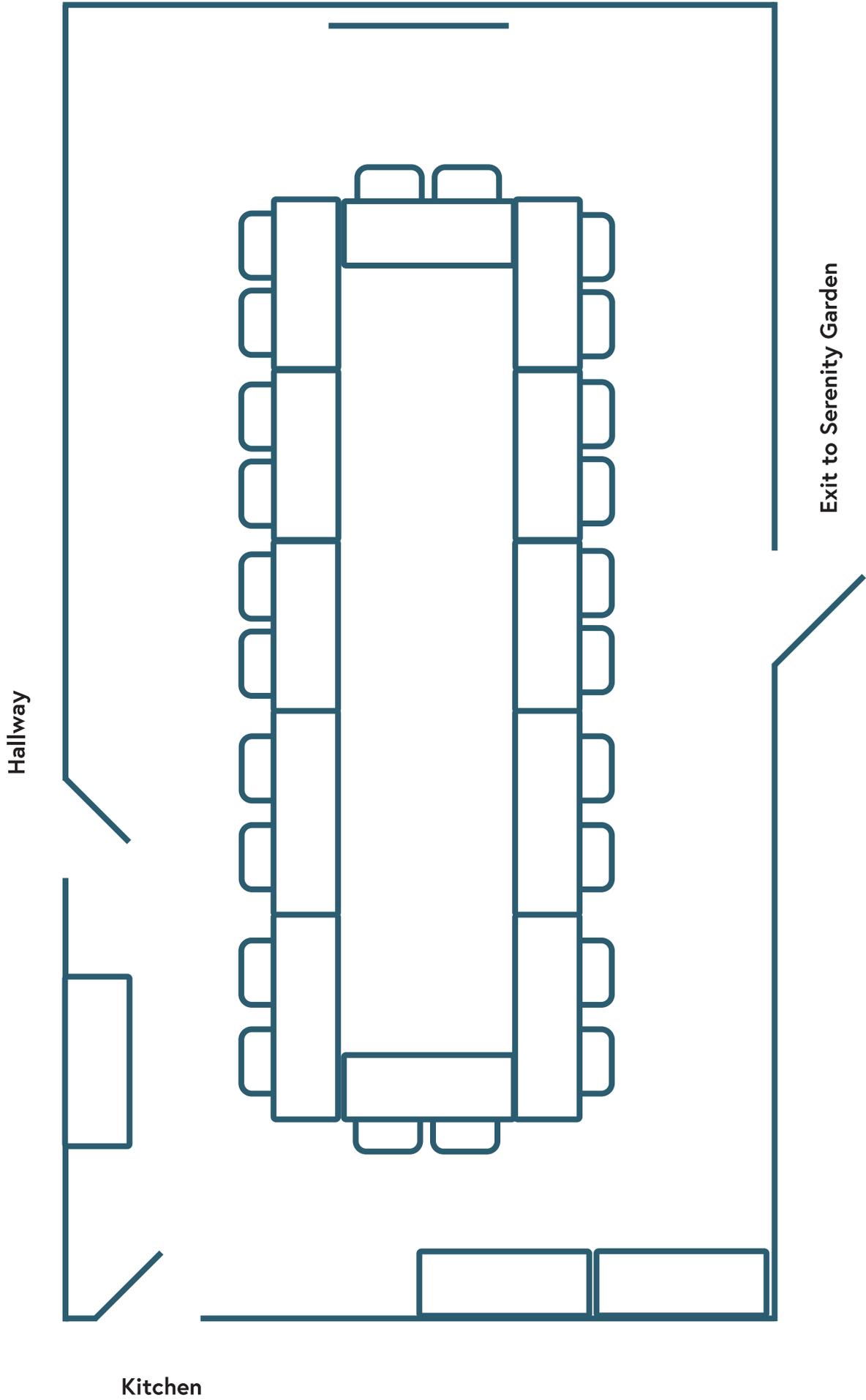
Anchin Conference Room

Theater Style
40 seats



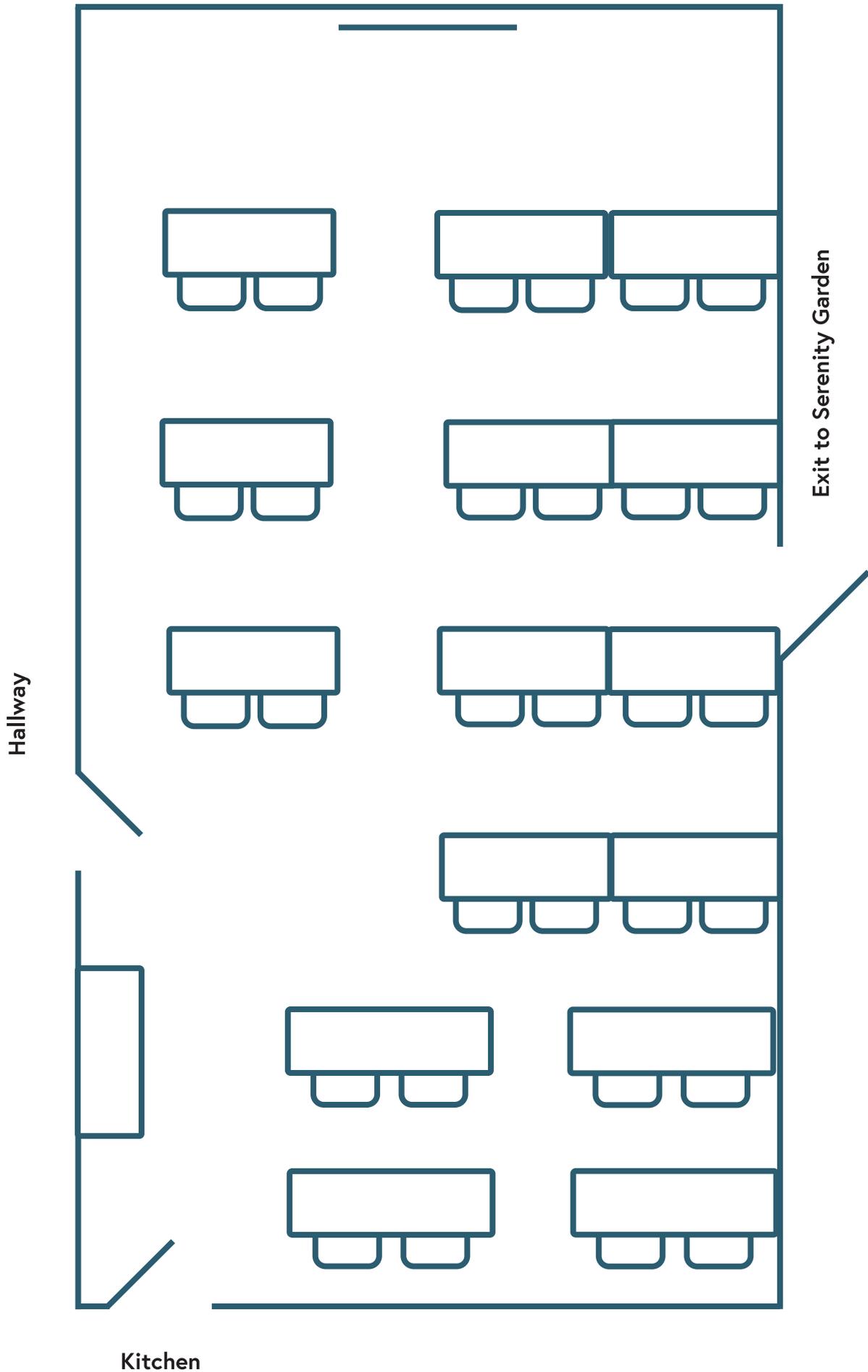
Loevner Conference Room

Boardroom Style
24 seats



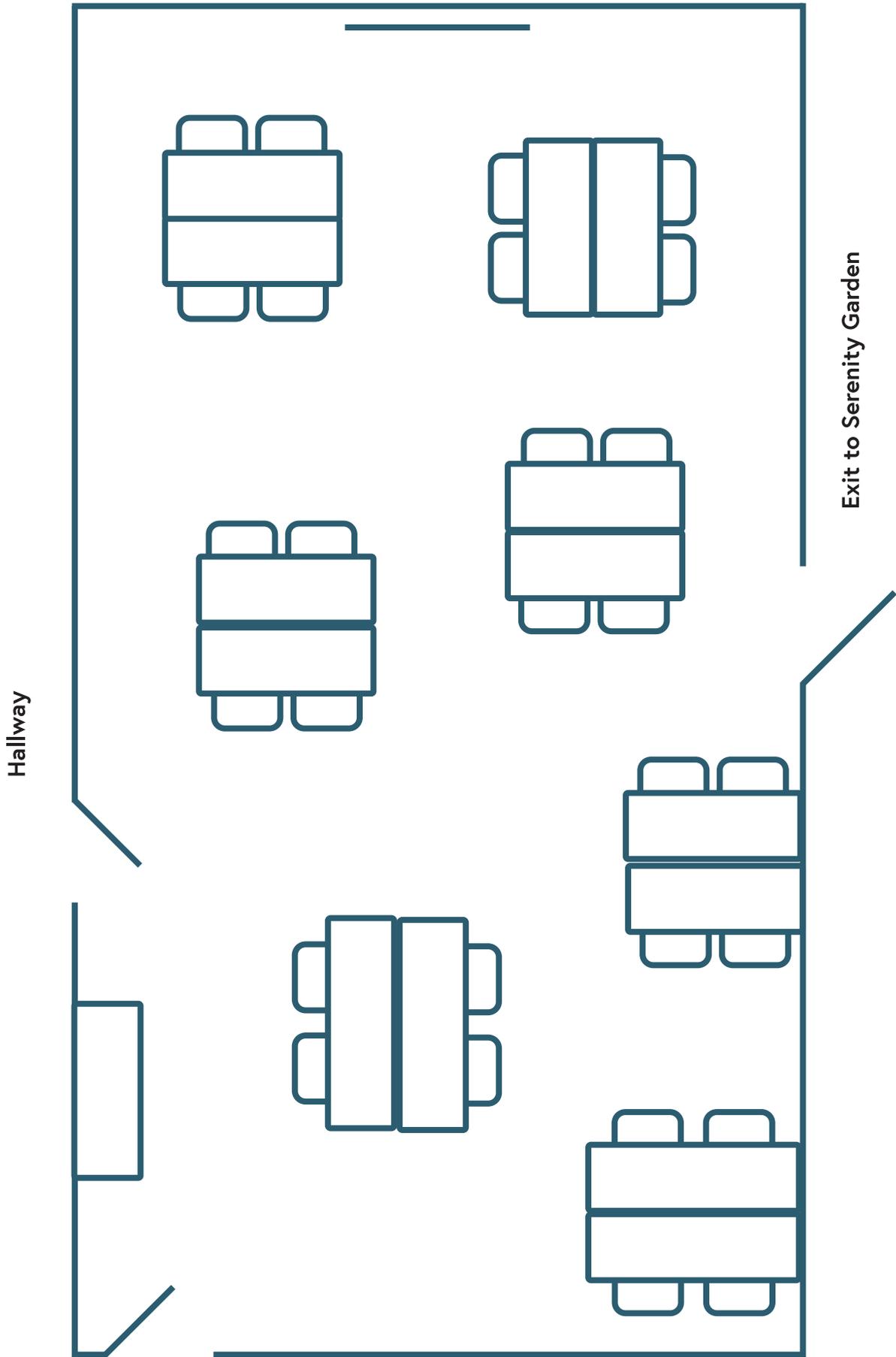
Loevner Conference Room

Classroom Style
30 seats



Loevner Conference Room

Group Style
28 seats



Loevner Conference Room

Theater Style
56 seats

