

Brandywine Arboretum III Conference Room Guidelines

Before your meeting:

- **Capacity:** This room can hold 24 people around the table with an additional 16 using stackable chairs for a maximum capacity of 40.
- **Reservations:** Please make all reservations in advance by using the resource scheduler on the eTenants.com website.
- **Access:** Remember to bring your Arboretum III conference room key. If you need one or have any questions please call (804) 330-3900. If your meeting is after-hours please plan to have a host at the upper lobby doors to let guests into the building.
- **Directions:** Please direct your guests to suite 505 located in the Arboretum III building at 300 Arboretum Place. Make sure to set out the directional signs (stored in conference room vestibule) in the 5th floor hallway before the meeting so guests can find the room easily. This prevents guests from disturbing other tenants by asking for directions.

During the meeting:

- **Phone:** We have provided a conference room phone, the dial in number is: (804) 330-5429. Outgoing long distance calls require a phone card however all local calls are free.
- **Internet:** This room has both WIFI and direct connect internet. The WIFI is open access and the direct Cat-5 connection is in the floor plate.
- **White board:** There is a large white board for your use. Please bring your own dry erasable markers.
- **Projector:** We have a center table ready for your projector. To get to the center area move the table with casters out. The white board can be also be used as a screen.
- **Food:** Do not set hot food containers directly on main table surface. We have provided a separate black granite table to place food and drinks.

After the meeting:

- **Cleanup:** Throw away all trash and, if necessary, request day-porter via eTenants.com to vacuum floor before the next scheduled meeting.
- **Lockup:** Clear white board, retrieve directional signs, put all chairs back in their original locations, lock the door when you are finished and turn off lights.
- **Thanks for using the Arboretum III conference room!**