



Reservation Request Form: 1st Floor Conference Rooms Tommy G. Thompson WHEDA Commerce Center 201 W. Washington Ave.

WHEDA

There are two conference rooms on the 1st floor of the WHEDA building that may be reserved by building tenants, Monday – Friday, 7am – 5pm.

Both rooms are equipped with: tables, chairs, a white board, a projector, a projector screen, a phone jack and wireless Internet access. A speaker phone is available upon request.

The **Large Conference Room** is 36' wide by 43' deep, with a capacity of up to 100, depending on the room layout. It has an audio system with a wired or wireless microphone, a built-in PC, and a Blu-Ray player. Or you can bring your own PC. Setup of this room is managed by WHEDA.

The **HR Conference Room** is 27' wide by 19' deep, with a capacity of 20. The built-in projector will play audio from the connected PC. Bring your own PC. You are responsible for the setup of this room to meet your needs.

This form must be completed and provided to WHEDA before your request to reserve one of these conference rooms will be processed.

Reservation requests must be received at least 24 hours in advance of the time the room is needed. If you do not provide sufficient lead time we may be unable to fulfill your request.

To reserve a room:

1. Fill in the reservation form on the following pages.
2. Save the form to your computer.
3. Create a meeting on your calendar.
4. Invite the desired room to the meeting, using the email address shown below.
Large Conference Room: msn_1st_floor_large_conf_rm@wheda.com
HR Conference Room: msn_1st_floor_hr_conf_rm@wheda.com
5. **Attach the saved reservation form to your meeting.**
6. Send your meeting invitation.

Once your room reservation request has been received, WHEDA staff will verify the room availability, review the room reservation form, contact you for clarification if necessary, and approve or deny your request.

Your reservation request has not been accepted until you receive notification from WHEDA that it has been approved.

Room Availability

To check the availability of the room you wish to reserve, check the [WHEDA Conference Room Calendar](#).

Cancellations

Please notify us immediately if the room you reserved is no longer needed, by cancelling the meeting on your calendar, uninviting the room from your meeting, or contacting us.

For more information about reserving these rooms, contact WHEDA at 608.266.7884, or send email to wheda.frontdesk@wheda.com.

The room reservation form begins on the next page.

Meeting Organizer Information

Your Name:
Your Phone Number:

Your Agency/Organization:
Your Email Address:

Meeting Information

Meeting Title:

Requested Date:

Start Time:

AM PM

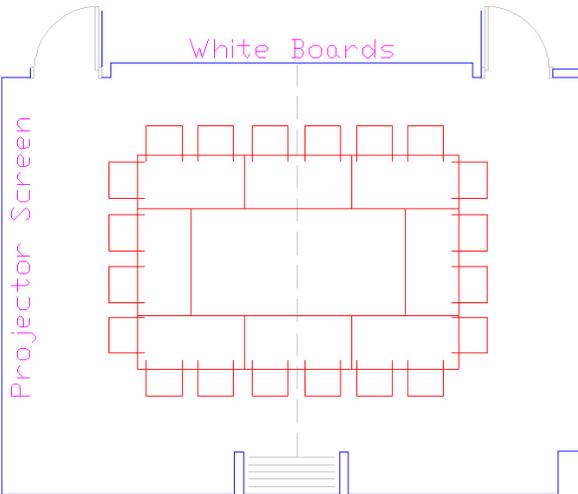
End Time:

AM PM

(Please ensure that your Start / End times include setup / teardown time)

Select a Room / Layout From The Choices Below

HR Conference Room



HR Conference Room Layout Options

Typical Capacity: 20.

The HR Conference Room contains 10 60"x30" tables and 20 chairs. *It is your responsibility to arrange this room for your needs.*

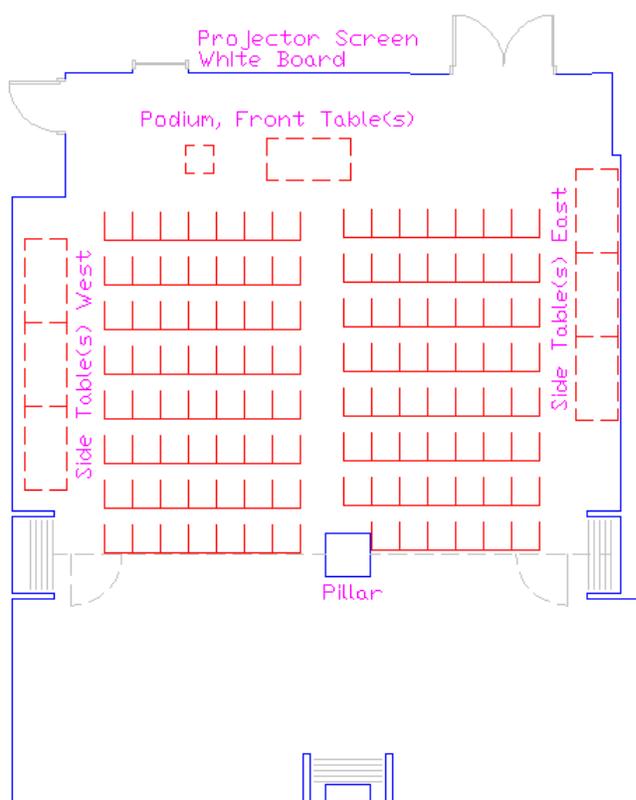
A remote control is required to operate the projector. Please indicate below if you intend to use the projector and WHEDA will provide the remote control.

Audio/Visual Options:

- Speaker Phone
- You will use the Projector / Remote Control
- You will use WHEDA's A/V cables to connect your PC to the projector.

Large Conference Room Layout Choices

Theater Layout



Theater Layout Options

Typical Capacity: Up to 100.

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

Audio/Visual Options:

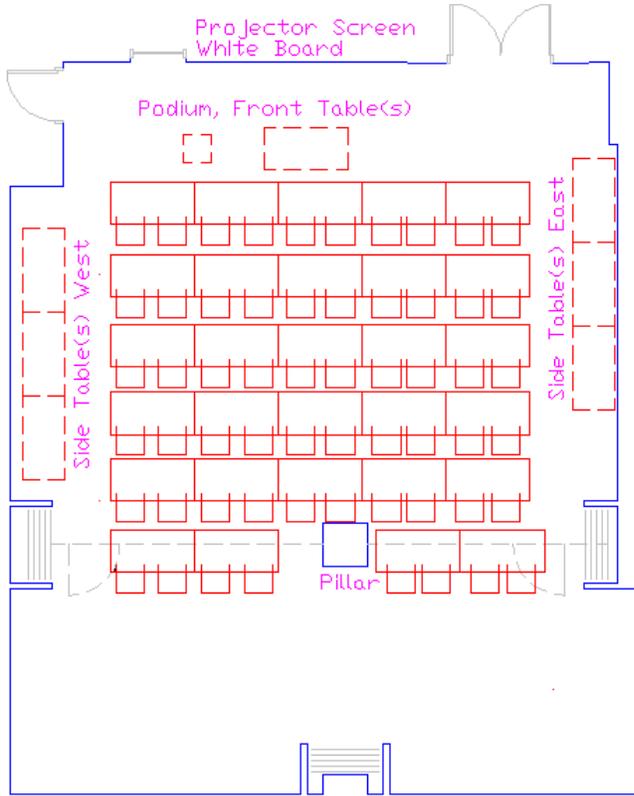
- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment (includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location of tables and chairs in diagram is approximate.*

Large Conference Room Layout Choices

Classroom Layout



Classroom Layout Options

Typical Capacity: Up to 58.

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

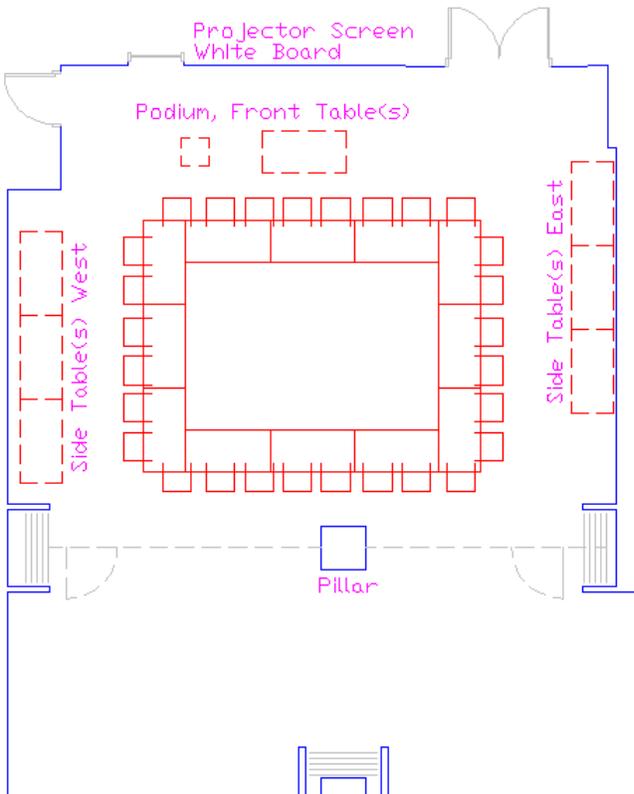
Audio/Visual Options:

- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment (includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location of tables and chairs in diagram is approximate.*

Rectangle Layout



Rectangle Layout Options

Typical Capacity: Up to 40.

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

Audio/Visual Options:

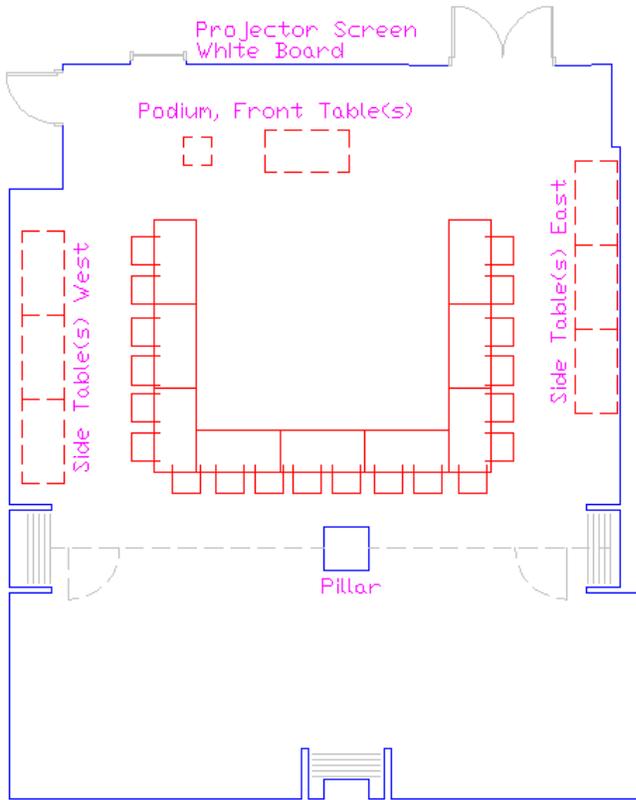
- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment (includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location of tables and chairs in diagram is approximate.*

Large Conference Room Layout Choices

U-Shape Layout



U-Shape Layout Options

Typical Capacity: Up to 30.

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

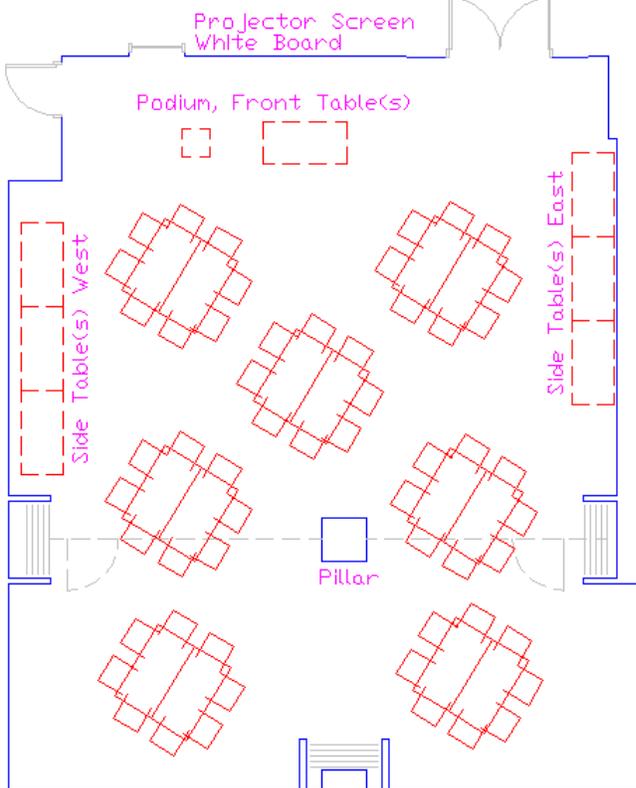
Audio/Visual Options:

- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment
(includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location of tables and chairs in diagram is approximate.*

Café Layout



Café Layout Options

Typical Capacity: Up to 56.

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

Audio/Visual Options:

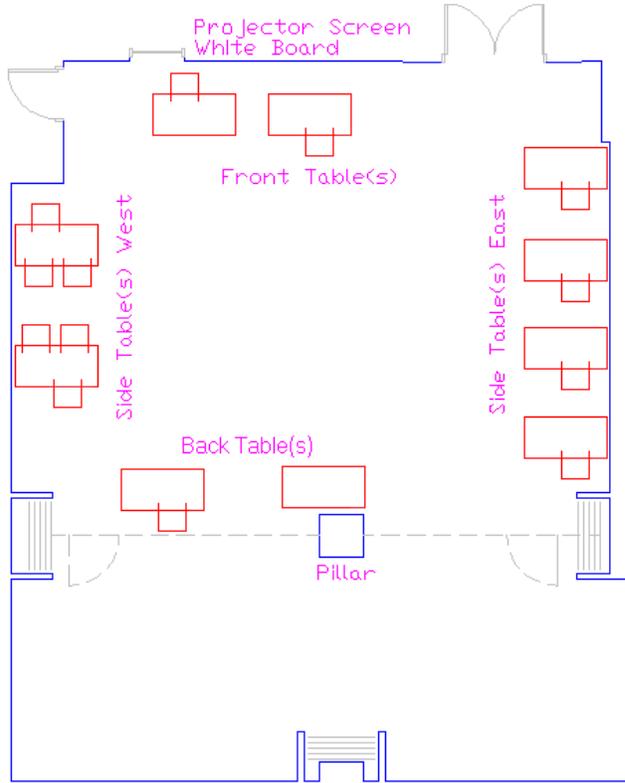
- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment
(includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location and orientation of tables and chairs in diagram is approximate.*

Large Conference Room Layout Choices

Red Cross Blood Drive Layout



Blood Drive Layout Options

Furniture Options: (If different than diagram)

- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:
- Back Table(s) Quantity:

Audio/Visual Options:

- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment (includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player

**Additional information / comments may be added in the Custom Layout section below.*

**Location and orientation of tables and chairs in diagram is approximate.*

Custom Layout

Use this space to provide sufficient information to describe your custom layout. We may not be able to accommodate your layout needs.

Custom Layout Options

Capacity Requested:

Optional Furniture:

- Podium
- Front Table(s) Quantity:
- Side Table(s) East Quantity:
- Side Table(s) West Quantity:

Audio/Visual Options:

- Microphone Wired Wireless
- Speaker Phone
- WHEDA's PC will control A/V equipment (includes wireless keyboard/mouse, and a USB port)
- Your PC will control A/V equipment
 - You will use WHEDA's A/V cables
- Blu-Ray Player