

## Shared Conference Room Facilities General Information

In an effort to provide first class amenities and services, Boston Properties is pleased to offer shared conference room facilities, exclusively to its Carnegie Center tenants, free of charge. The conference rooms are conveniently located throughout Carnegie Center. The conference rooms' hours of operation are from 8:00 am to 5:00 pm, Monday through Friday, except holidays.

### Reservation Policy

Reservations can be made by contacting your company's tenant representative to reserve one of these conference rooms for your future meeting.

### 101 Carnegie Center

<p><b>Nassau Conference Room</b>          (Located on the first floor of 101CC)          Maximum Capacity 14          Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"> <li>• WIFI (Nassau Conference Room, Password = carnegie)</li> <li>• Polycom Telephone (Telephone # - 609-454-3162)</li> <li>• Tabletop connection for presentation via VGA or HDMI inputs</li> <li>• 80" HD Flat Panel Monitor</li> </ul>	<p><b>Wilson Conference Room</b>          (Located on the third floor of 101CC)          Maximum Capacity 15          Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"> <li>• WIFI (Wilson Conference Room, Password = carnegie)</li> <li>• Polycom Telephone (Telephone # - 609-250-7133)</li> <li>• 80" HD Flat Panel Monitor</li> <li>• Tabletop connection for presentation via VGA or HDMI inputs</li> <li>• Polycom Videoconferencing for video calls</li> <li>• Creston Control Panel to control all room devices</li> </ul>
<p><b>Witherspoon Conference Room</b>          (Located on the second floor of 101CC)          Maximum Capacity 12          Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"> <li>• WIFI (Witherspoon Conference Room Password = carnegie)</li> <li>• Polycom Telephone (Telephone # - 609-285-5967)</li> <li>• Tabletop connection for presentation via VGA or HDMI inputs</li> <li>• 80" HD Flat Panel Monitor</li> </ul>	<p><b>Einstein Seminar Room*</b>          (Located on Lower Level of 101CC)          Classroom Layout – Capacity 40-60          U-Shape Layout – Capacity 24          Theater Layout – Capacity 80          Telephone # - 609-454-5727          Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"> <li>• WIFI (Einstein Seminar Room, Password = carnegie)</li> <li>• Crestron Audio Teleconferencing (Telephone # - 609-454-5727)</li> <li>• Computer HDMI &amp; VGA Inputs (located in the podium and/or in floor box)</li> <li>• NEC Overhead Projector with 7'8" x 6'-0" Projection area</li> <li>• Podium with Microphone</li> <li>• Ceiling and Program Speakers</li> <li>• Ceiling Microphones</li> </ul>

## **506 Carnegie Center**

<p><b>Princeton Conference Room</b> (Located on the first floor of 506CC) Maximum Capacity 18 Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"><li>• WIFI (Princeton-Conference-Room, Password = carnegie)</li><li>• Polycom Telephone (Telephone # - 609-423-2298)</li><li>• 80" HD Flat Panel Monitor</li><li>• Tabletop connection for presentation via VGA &amp; HDMI</li><li>• Polycom Videoconferencing for video calls</li><li>• Creston Control Panel to control all room devices</li></ul>	<p><b>Windsor Conference Room</b> (Located on the first floor of 506CC) Maximum Capacity 10 Equipment &amp; Audio-Visual Amenities</p> <ul style="list-style-type: none"><li>• WIFI (Windsor-Conference-Room, Password = carnegie)</li><li>• Polycom Telephone (Telephone # - 609-423-2297)</li><li>• Computer HDMI &amp; VGA Inputs</li><li>• 80" HD Flat Panel Monitor</li></ul>
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### **Catering**

Boston Properties encourages its tenants to contact Eurest Dining Services for any of its meeting catering needs. Eurest Dining Services operates the Marketplace/Café conveniently located in 506 Carnegie Center.

**Adam** Drake | executive chef  
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506 carnegie center  
o.609.452.2900 m. 201.527.8463  
[www.eurest-usa.com](http://www.eurest-usa.com)

### **\*Standard Room Lay-Out**

The 101CC Einstein Seminar Room will be set up in a classroom layout. If you need the room set up in a different format, please contact the management office. A room set up fee will be applicable.

### **Fees**

A \$100 set-up fee will be charged for room configurations other than the standard classroom layout in the 101CC Einstein Seminar Room.

You are responsible to remove all personal property and catered items from the conference rooms following your use. Boston Properties will not be responsible for materials, equipment or personal property left in the conference rooms, especially for multiple day reservations. Small trash and recycling containers are available in each conference facility.

A \$50 clean-up fee will be charged whenever a special cleaning is required.

### **International Telephone Calls**

There is no charge for conference calls made from the 101CC Board Rooms or Einstein Seminar Room to anywhere in the United States or Canada. If you need to make a conference call to any other international location, please notify us in advance so we can remove the block on such calls. You will be charged our actual costs for such international calls.