

Boston Properties
Carnegie Center

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.

101 Carnegie Center

Nassau Conference Room (Located on the first floor of 101CC)

Maximum Capacity 14

Equipment & Audio-Visual Amenities

- WIFI (Nassau Conference Room, Password = carnegie)
- Polycom Telephone (Telephone # - 609-454-3162)
- Tabletop connection for presentation via VGA or HDMI inputs
- 80" HD Flat Panel Monitor

Witherspoon Conference Room (Located on the second floor of 101CC)

Maximum Capacity 12

Equipment & Audio-Visual Amenities

- WIFI (Witherspoon Conference Room Password = carnegie)
- Polycom Telephone (Telephone # - 609-285-5967)
- Tabletop connection for presentation via VGA or HDMI inputs
- 80" HD Flat Panel Monitor

Wilson Conference Room (Located on the third floor of 101CC)

Maximum Capacity 15

Equipment & Audio-Visual Amenities

- WIFI (Wilson Conference Room Password = carnegie)
- Polycom Telephone (Telephone # - 609-250-7133)
- 80" HD Flat Panel Monitor
- Tabletop connection for presentation via VGA or HDMI inputs
- Polycom Videoconferencing for video calls
- Creston Control Panel to control all room devices

Einstein Seminar Room (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 & Audio-Visual Amenities

- WIFI (Einstein Seminar Room, Password = carnegie)
- Crestron Audio Teleconferencing (Telephone # - 609-454-5727)
- Computer HDMI & VGA Inputs (located in the podium and/or in floor box)
- NEC Overhead Projector with 7'8" x 6'-0" Projection area
- Podium with Microphone
- Ceiling and Program Speakers
- Ceiling Microphones

506 Carnegie Center**Princeton Conference Room (Located on the first floor of 506CC)**

Maximum Capacity 18

Equipment & Audio-Visual Amenities

- WIFI (Princeton-Conference-Room, Password = carnegie)
- Polycom Telephone (Telephone # - 609-423-2298)
- 80" HD Flat Panel Monitor
- Tabletop connection for presentation via VGA & HMDI
- Polycom Videoconferencing for video calls
- Creston Control Panel to control all room devices

Windsor Conference Room (Located on the first floor of 506CC)

Maximum Capacity 10

Equipment & Audio-Visual Amenities

- WIFI (Windsor-Conference-Room, Password = carnegie)
- Polycom Telephone (Telephone # - 609-423-2297)
- Computer HDMI & VGA Inputs
- 80" HD Flat Panel Monitor

Reservation Policy

Reservations can be made by calling the Boston Properties management office at 609-514-0995 during regular business hours (Monday-Friday 8:00 am to 6:00 pm.) or emailing emoshman@bostonproperties.com.

Catering

Boston Properties encourages its tenants to contact Eurest Dining Services for any of its meeting catering needs. Eurest Dining Services operates the cafeterias conveniently located in both the 101 and 506 Carnegie Center conference facilities.

101 Carnegie Center

Erick Ariza

Chef/Manager

609-987-1771

erick.ariza@compass-usa.com

506 Carnegie Center

Adam Drake

Chef/Manager

609-452-2900

adam.drake@compass-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 Room 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.