



Conference Center Services

Refreshments – Full service, self-service and individual service options available. Costs not included in basic room rental fees. See the *Refreshment Service Options for Meeting Planners* guide.

Catering – The MCEA Conference Center Coordinator can provide a list of area restaurants that will deliver, and caterers who provide food service as well. Event planners are responsible for making arrangements directly with the vendors.

Photo-Copying – Users of the Center can be issued copier codes for use of the photo-copier in Conference Center Room E. Charges will be added to the room rental invoice at a rate of 10¢ per B&W imprint. Arrangements should be made in advance through the Conference Center Coordinator. [*Color copies (20¢ per imprint) and transparencies (\$1/each) are also available. Contact the Conference Center Coordinator*]

A/V – Promethean Boards, LCD Projectors, Overhead Projectors and a Sound System are available at no additional cost. Arrangements must be made in advance through the Conference Center Coordinator.

Internet Access – Free wireless access is available throughout the Conference Center. Network USB ports and electrical outlets are available in all meeting rooms. Laptop stations and public access PCs are available in the Internet Café.

Flip-Charts – Flip chart pads may be purchased at the MCEA Reception Desk at cost: Post-It[®] style - \$26/ea.; traditional style - \$16/ea.



Refreshment Service Options

Non-MCEA Sponsored Events (including MCPS Events):

FULL SERVICE:

- Available during regular business hours
- Must be arranged in advance
- Coffee, tea and soda
- Cost: \$ 2.50/participant, *billable with room charges*
- Drinks along with light snacks (chips, pretzels, etc.) can be provided for a total charge of \$3.50/participant.
- Costs are not included in base room rental fees

SELF-SERVICE:

- Coffee packets can be purchased upstairs (at the MCEA Reception Desk)
- Cost: \$2.50/packet. Two packets make 12 cups. (*Decaf and regular available*)
- Event planners may bring in their own coffee & tea
- Supplies provided at no cost (*cups, sweeteners, etc.*)

INDIVIDUAL SERVICE:

- Coffee, soda and snack vending machines are available at all times
- Filtered/chilled water is also available. *MCEA has installed a water/filter cooler to provide participants at conference center events with a source of clean, cold water for refilling water bottles; and to reduce our usage of disposable plastic water bottles that harm the environment.*

Meeting participants should check with their meeting planners to determine what arrangements have been made

MCEA Sponsored and Co-Sponsored Events:

For MCEA sponsored and co-sponsored events, coffee, tea and sodas can be provided at no charge if requested in advance through the appropriate UniServ Director (*thanks to the financial support of MCEA members.*) **At other times, the conference center cooler is locked.**

Whatever your source, please join us in reducing our carbon footprint by disposing of your cans or bottles in our recycling containers.