ntsb conference center

A rental state-of-the-art facility with convenience.

202.314.6305

ntsb
conference center

welcome

The National Transportation Safety Board (NTSB) has a state-of-the-art Conference Center available for rent to public and governmental entities. You may rent the entire facility or portions of it for your event at an affordable price.

features

The conference center consists of a theater-style auditorium and four separate conference rooms, all equipped with state-of-the-art audiovisual components.

amenities

Other amenities include copier, fax machine, telephones, sink, refrigerator, microwave, ice machine, and rest rooms.

auditorium

The centerpiece of our facility is a theater-style auditorium that seats up to 350 people with 1,682 square feet of flexible space in front of the theater.

accessibility

The center can be easily accessed by wheelchair and is designed to accommodate persons protected under the Americans with Disabilities Act (ADA).

conference rooms

Four conference rooms are available adjacent to the board room auditorium. Each has basic audio visual services with some variation as to size and content of the rooms.

conference room a & b

- Combined size 21′ x 39′
  (100 persons)
- Optional divider to split rooms
  (50 persons)
- Phone, Fax
- Projector/screen
  (Conference room B only)
- Sink, refrigerator, microwave
  and ice machine
  (Conference room A only)

conference room c (press room)

- Size: 20′ x 25′
  (50 persons)
- Multi-phone lines
- Projector/screen
- Viewing access to auditorium
- Data lines

conference room d (family room)

- Size: 20′ x 25′
  (50 persons)
- Phone
- Projector/screen
- Viewing/listening access to auditorium
- Soundproof divider

attractions & landmarks

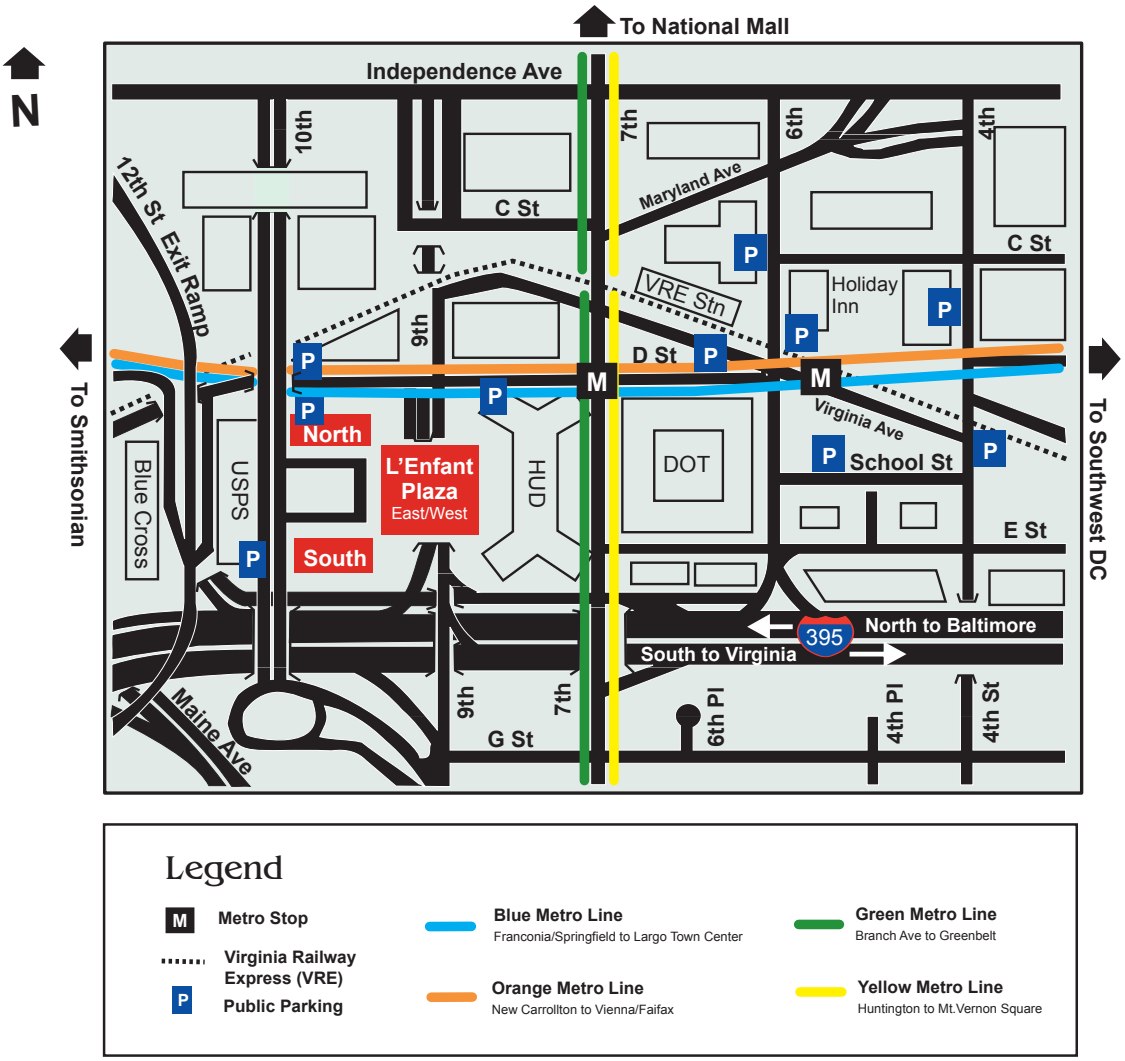
The Conference Center is located near some of Washington D.C.'s most popular attractions and national landmarks.

- L'Enfant Plaza Hotel
- L'Enfant Plaza Metro
- Virginia Railway Express (VRE)
- Smithsonian Museums
- National Air and Space Museum
- Restaurants
- United States Post Office
- Boutiques & Shops
- The National Mall
- Off-Street Public Parking
- Waterfront Attractions

location and directions

Location

The NTSB Conference Center is conveniently located in downtown Washington, DC and within three miles Ronald Reagan National Airport of the facility.



Directions

Driving and Parking - The street entrance is located on lower 10th street just below the L'Enfant Plaza Promenade running between D Street and Frontage Road, SW. Public garage parking is immediately adjacent.

Public Transportation - From the L'Enfant Plaza Metro stop: Yellow, Green, Orange or Blue Line. Follow the 9th and D Street exit signs, walk through the shopping promenade past the atrium, and take the escalator down to the lower level.

audio visual services

Computers

- Laptop—you may request a computer to be provided, or use one of your own for a presentation.
- PowerPoint—all versions are supported. You may provide your presentation on CD-Rom or Jump Drive.

Large Rear Projection Screens

- Two 12'x10' rear projection screens with capacity for separate control function are available in the auditorium only.

Projection Screens

- Each conference room is capable of operating separately for small gatherings, or they can be linked with the auditorium rear projection screens for larger multi space events.

Video Cameras

- Five remote controlled cameras are permanently mounted to the ceiling of the auditorium. If additional camera angles are needed, consult with our A/V specialist to arrange for changes to this space.
- Portable video camera and tripod—available for meetings in rooms other than the auditorium.

VHS and BETA Players

- VHS decks are available for use in any location.
- A BETA player is available for use by special request.

Microphones

- Standard—tabletop and podium microphones are available for use in the auditorium.
- Wireless—handheld and lavalier wireless microphones are available upon request.

Teleconferencing, Videoconferencing, and Webcasting

- Teleconferencing and Videoconferencing are available upon request.
- Webcasting, whether live or delayed, is available upon request. However this feature is limited to the auditorium.
- ISDN phone lines are available for an additional cost.
- A Mult box and External Connections for both audio and video feeds to satellite trucks and other press equipment.

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For reservations and/or questions:

National Transportation Safety Board
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Washington, DC 20594
Phone: 202.314.6305
E-mail: reserve@ntsb.gov
Website: http://www.ntsb.gov/events/newlocation.htm

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