

NATIONAL TRANSPORTATION SAFETY BOARD



# NTSB BOARDROOM & CONFERENCE CENTER





**T**he **NTSB Boardroom and Conference Center** is the primary location for the National Transportation Safety Board's board meetings, public hearings, training, public forums, symposia, and other events.

The NTSB Boardroom and Conference Center is also available to government agencies. This modern facility consists of a theater-style Auditorium and four separate conference rooms, all equipped with state-of-the-art audiovisual components. You may rent the entire space or portions of it for your event.

### **Location, Amenities & Attractions**

The NTSB Boardroom and Conference Center is located in **L'Enfant Plaza**—one of Washington's most accessible venues. L'Enfant Plaza's on-site Metro station is served by five Metrorail lines; the Virginia Railway Express (VRE) is just two blocks away and Union Station only ten minutes away.

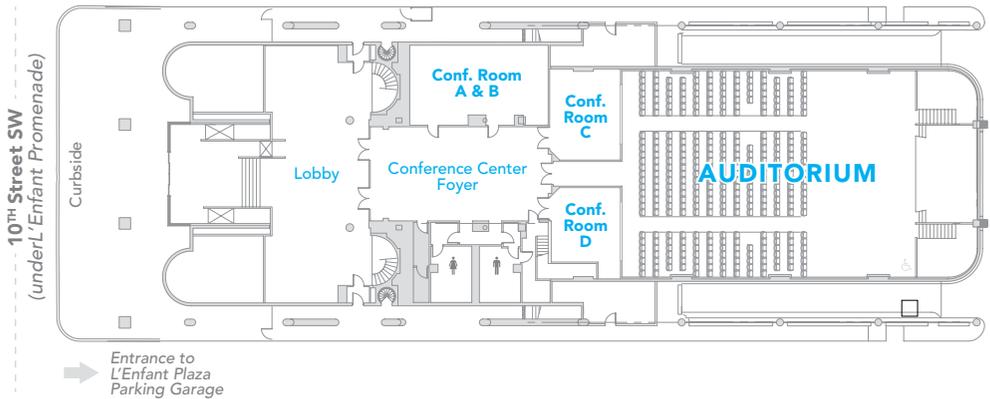
L'Enfant Plaza features dedicated parking and is easily accessed by major thoroughfares including I-395 and the Southwest Freeway. Visitors enjoy a dining and shopping promenade that includes a full-service U.S. Post Office.

This prime location is also near some of DC's most popular attractions and landmarks including The National Mall—boasting the majority of the city's renowned monuments and museums—and the Potomac River's Southwest Waterfront is just one block away.

# AUDITORIUM

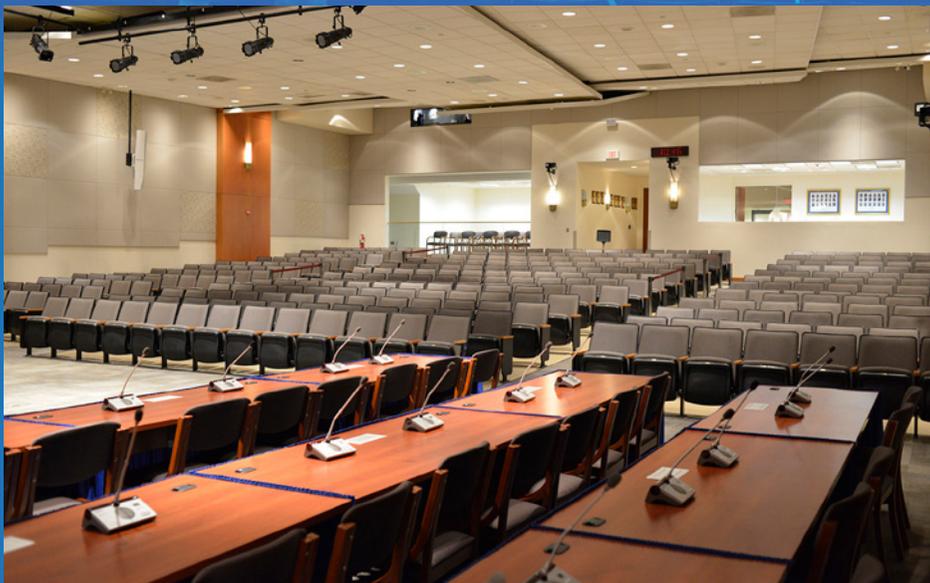


The centerpiece of our facility is a theater-style Auditorium that seats up to 350 people with 1,682 square feet of flexible space in front of the theater. The Auditorium's acoustically efficient design makes Q&A sessions a more productive component of the learning experience.





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## ACCESSIBILITY

The NTSB Boardroom and Conference Center is easily accessed by wheelchair and is designed to accommodate persons protected under the Americans with Disabilities Act (ADA).



*Wheelchair elevator and dedicated space in the aisles in the Auditorium.*

# CONFERENCE ROOMS

Three conference rooms are available adjacent to the Auditorium. Each has basic A/V services with some variation as to size and content of the rooms.

## Conference Room A & B

- Combined size: 21' x 39'
- Optional divider to split rooms
- Phone
- 80" LED screen (Room B only)
- Sink, refrigerator, microwave and ice machine (Room A only)



## Conference Room C (Press Room)

- Size: 20' x 25'
- 65" LED screen
- Multi-phone lines
- Viewing access to Auditorium



## Conference Room D (Family Room)

- Size: 20' x 25'
- Viewing/listening access to Auditorium
- Soundproof divider
- Phone



# AUDIOVISUAL SERVICES

The NTSB Boardroom and Conference Center offers numerous state-of-the-art audiovisual services. Some of the most requested services are listed below:

- Two 12' x 10' rear projection screens
- Broadcast capabilities to all displays
- Mult box and external connections for satellite trucks or other press equipment
- Live or delayed broadcast of events to Websites.

## Computers

You may request a laptop computer to be provided, or use your own for a presentation.

## Large Rear Projection Screens

Two 12'x10' rear projection screens with capacity for separate control functions are available in the Auditorium.

## LED Screens

There are screens in Conference Rooms B and C capable of operating separately for small gatherings, or they can be linked with the Auditorium's 12'x10' screens for larger multi-space events.

## Microphones

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

## Video Cameras

Six 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.

## Teleconferencing, Videoconferencing, and Webcasting

- Teleconferencing and videoconferencing are available upon request. Webcasting, whether live or delayed, is also available upon request (in the auditorium only).
- Mult box and external connections are available for both audio and video feeds to satellite trucks and other press equipment.

# CONTACT US

## NTSB BOARDROOM & CONFERENCE CENTER

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[www.nts.gov](http://www.nts.gov)