



Upper New York Conference

The United Methodist Church

To live the Gospel of Jesus Christ and to be God's love with our neighbors in all places.

Event/Meeting Setup Request

Date of Meeting:

Day(s) of Week:

Beginning time:

Ending time:

Meeting room requested by:

Name of Ministry/Team:

E-Mail Address:

Phone:

Purpose of Meeting:

| Meeting Room | Capacity | Audio/Visual Technology | Table/Seating Arrangement |
|----------------------------|---|---|---|
| A | 20 | Video presentation on wireless 3 – 65" monitors, by up to 20 participants (controlled by a moderator). Audio provided by 6 in-ceiling speakers. Full teleconferencing capability with an automatic tilt/pan/zoom camera and microphone array. Click here for technical information. | U-Shape – Fixed Kitchenette Access |
| B | 120 Classroom 80 Round Tables/chairs 50 Rectangle | Audio & video presentation capability via in-ceiling speakers and two 120" screens. 4 presenters can connect to the screen simultaneously using a laptop, smartphone or tablet & wireless microphone. Presentations can be streaming using in-house capabilities. Click here for more info. | Kitchenette Access <input type="checkbox"/> Square <input type="checkbox"/> Rows <input type="checkbox"/> Rectangle <input type="checkbox"/> U shape <input type="checkbox"/> Classroom <input type="checkbox"/> Round tables |
| C | 15 | Audio & video presentation capability with 2 65" wireless wall-mounted monitors. Also wired connection for different sources on each screen. Click here for more information | Kitchenette access Rectangle, Fixed |
| D | 12 | Audio & video presentation capability via a 65" wall-mounted monitor and wireless connection of a presenter laptop. A wired connection is available as backup. Click here for more information. | No nearby kitchenette Rectangle, Fixed |
| Dining Room/Kitchen | 50 | Soda Machine, Bunn Coffee Maker, Water, Microwave, Instant Hot Water for Tea | <input type="checkbox"/> Square <input type="checkbox"/> Rectangle <input type="checkbox"/> U shape <input type="checkbox"/> Rows |
| Break-out areas | Various | Check with Conference staff for available break out spaces | |

Number of people attending:

Meeting room choice(s):

Indicate number of break-out areas required:



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Name of person(s) responsible for key/fob pick-up:

Phone:

Name of person(s) responsible for cleanup duties:

Phone:

Dining Options

| | | |
|---------------------|---|--|
| Food/Dining Options | 1 | Participants will bring in own refreshments/lunch/dinner (particularly helpful if one or more team members have food allergies/sensitivities and/or special dietary needs) |
| | 2 | Team/Group Leader will order for the group and arrange delivery (particularly helpful if one or more participants has food allergies/sensitivities and/or special dietary needs). Turn in all receipts to staff liaison. Click here for local restaurants/caterers that deliver. |
| | 3 | Conference staff member will order food for the group. Lunch will be delivered for 12:00 noon dining and 6:00 pm dinner unless otherwise specified. Please save receipts. Note: For participant(s) with specific dietary restrictions it may be a safer option for that participant to bring his/her own meal(s). |

Meals for Conference Meetings

In an effort to be good stewards of the Conference's resources, we invite team members to bring their own "brown bag" lunches. If you prefer, takeout is available (option 2). [Click here](#) for area restaurants that deliver.

If you ask Conference staff to order meal(s) (option 3) using your ministry team's budget, please indicate that when completing this form.

Our new Conference center has a kitchen and spacious dining area for your use, whichever option you choose.

Please Note: If someone in your group has a food allergy or sensitivity or special dietary restrictions, it is suggested that he/she bring their own lunch as we cannot guarantee the integrity of the caterer/restaurant.

Indicate Dining Option:

Using Ministry Team Budget: Yes No

Additional instructions/special accommodations needed:

Conference Staff Use: Scanned/added to calendar

Door Fob given: Date [Click here to enter text](#). Date fob returned: [Click here to enter text](#).