

National Wildlife Visitor Center - Conference Guidelines

10901 Scarlet Tanager Loop, Laurel, MD 20708

301.497.5763 Fax: 301.497.5765

Please read the following before submitting a request for meeting space.

- **GENERAL USE** - We are pleased to share meeting space with agencies, organizations, and partners who contribute to the achievement of Patuxent Research Refuge and U.S. Fish and Wildlife Service missions. All meeting agendas must support:
 - a. Subject matter related to scientific information exchange on wildlife or natural resource issues.
 - b. Environmental education and/or wildlife-dependent recreation.
- **HOURS** - Conferences are normally held on Tuesdays, Wednesdays and Thursdays. Limited weekend conferences may also be permitted. We recommend starting conferences no earlier than **9:30 am** and ending no later than **4:00 pm**. Attendees may start registration at 9:00 am when the Visitor Center opens. Caterers may access the building after 8:15am for set up; and meeting planners may access the building after 8:30am.
- **RESERVATIONS** - Contact the Conference Coordinator at 301.497.5763 to arrange your conference and to receive conference information. We must receive your completed "Request for Use" form to confirm your reservation.
- **DONATIONS** - *Friends of Patuxent* support the Refuge in many ways, including having primary responsibility for the repair and maintenance of audiovisual equipment and other needs of the Visitor Center meeting rooms. Conference users are asked to donate toward this support. Refer to the "Conference Facility Introduction" form for recommended rates. Checks shall be made payable to *Friends of Patuxent*.
- **SUPPLIES** - Users must supply **all** materials needed for their meetings including any necessary copies of materials, flip chart paper, markers and similar items.
- **USE OF REFUGE TELEPHONES** - There are 2 convenience phones for outgoing local or credit card calls. Please note: cell phone service is not always available.
- **AUDIO/VISUAL SUPPORT** - Projectors and screens are available for power point presentations in all meeting rooms, but conference participants must supply their own computers. Note, however, that Internet access is **not** available. Most rooms have DVD and VHS capability. Flip chart stands are also available (users must bring paper and markers). Nothing may be hung, pasted or affixed in any manner to the facility walls. Please indicate your audiovisual needs on the Request Form, including any needs for hanging/displaying materials.
- **FOOD/BEVERAGES** -
 - Groups and individuals using the Visitor Center may **not** bring their own food or beverages.
 - Any food or drinks have to be supplied by one of the approved caterers (list available).
 - All food and beverages are restricted to the meeting rooms (food and beverages are **not** allowed in the lobby or Aldo Leopold Auditorium).
 - Any spills must be promptly reported to a National Wildlife Visitor Center staff member.
- **CLEAN-UP** -
 - All users must clean-up, remove, and take **off-site**, all supplies, materials, waste and debris resulting from their meeting. (It is the caterer's responsibility to clean up and haul away all waste from meals and snacks they provide.) If rooms are not cleaned, this may jeopardize the right to use facilities in the future.
 - All users must return the rooms to the original arrangement and state of cleanliness. Rooms shall be vacated by 4:15 unless otherwise permitted.
- **PARKING** - Only 100 spaces are available for meetings - please car pool.
- **ROOM CAPACITIES** -
 - Aldo Leopold Auditorium: Seats 218 with extensive audio-visual capability.
 - Rachel Carson Multi-Purpose room: Seats maximum 140 with round tables. The multipurpose room can be divided into 3 smaller rooms (Room A, B, and C). Room A and room B/C are equal in size, and each comes with a projection screen. Room B/C can be divided again to create ¼ of the total room space. **Standard room setup will be round tables.** Other room arrangements may occasionally be accommodated. A donation of at least \$20 to *Friends of Patuxent* would be appreciated.
 - Robert W. Hines Conference Room: Seats 14 around a table.

Updated 2/2010