

# Conference Space

## MARKLE

Located on the top floor of a landmark building in midtown Manhattan, the Markle Conference Space is available on a daily or weekly basis. Minutes from Times Square, Broadway theaters, and Central Park, the Markle Conference Space is perfectly suited for board meetings and business gatherings. Nine large windows offer natural lighting and views of Rockefeller Plaza and St. Patrick's Cathedral.

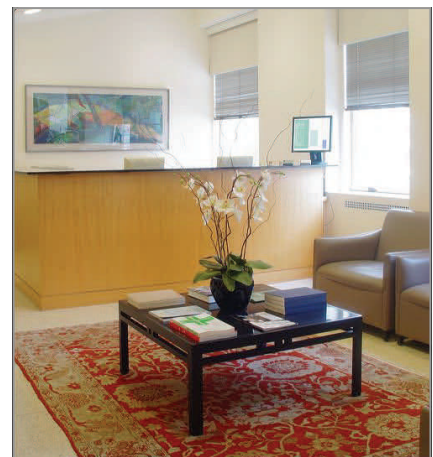


### Hours

Monday through Friday, normal business hours.

### Conference Room Dimensions

Total Space:	2,000 square feet
Conference Room:	1,100 square feet
Lounge:	900 square feet
Conference Room Capacity:	35-40 people
Table Configurations:	Circular Table: 27 chairs Oval Table: 16 chairs Classroom Style: 20 chairs



Reception Area

## Audio Visual Equipment

- Teleconferencing
- Videoconferencing
- High-Speed Internet Access
- Video Projector for Presentations
- Table Microphones, Amplified through Ceiling Speakers
- Cable TV
- CD and DVD Player
- Audio Cassette and VHS Recorder/Player
- Electronic Window Shades

## Lounge

- Suitable for break-out sessions, informal conversation, and distribution of promotional materials.
- Wi-Fi hot spot.
- Can be converted into a dining area by caterer or party rental vendor for luncheon set-up.

## Catering

A list of recommended caterers is available. Clients are responsible for all ordering, set-up, and removal of catered items.

## Pantry

Prep and clean-up area available to caterer for luncheon set-up.

## More Information & Reservations

For more information, please contact us at [conferencespace@markle.org](mailto:conferencespace@markle.org) or 212-713-7640, or visit us at [www.markle.org/conference-space](http://www.markle.org/conference-space).



Classroom Configuration



Banquet Set-Up



Lounge



Circular Configuration