

## MIDTOWN MANHATTAN

## EXECUTIVE CONFERENCE CENTER

## 1540 BROADWAY - TIMES SQUARE

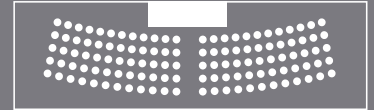
Our Executive Conference Center is conveniently located in the heart of Times Square. CFA Society New York is walking distance from most subways, with connections to Grand Central Terminal, Port Authority Bus Terminal, and Penn Station. Make this hidden gem the venue for your next event!

- Flexible meeting space that can accommodate up to 205 attendees
- Meeting rooms outfitted with state-of-the-art A/V and WiFi
- Dedicated professional staff that provides full-service A/V support
- Conference rooms available for breakout sessions/meetings
- Full-service catering options available at special rates
- Additional A/V services include: webcasting, audio conferencing, and video recording

Please contact: [Rentals@cfany.org](mailto:Rentals@cfany.org), 212.541.4530



### SPACES



**The Executive Conference Room**  
205 attendees theater or classroom style  
3,456 sq feet (108'L x 32'W x 9'H)  
subdividable



**The Board Room**  
18 attendees conference style  
480 sq feet (40'L x 12'W x 9'H)



**The Break Out Room**  
10 attendees conference style  
252 sq feet (21'L x 12'W x 9'H)

### AMENITIES INCLUDED

A/V: LCD projector, projection screen, dongle, sound system, lectern with a wired microphone, a wireless microphone, flip chat, riser for a panel of speakers

Professional front desk staff

Large screens in the reception area to display client's branding or any other videos

WiFi

Chairs and school room tables

### OPTIONAL AMENITIES

Dedicated technician on site for the duration of the event at a cost of \$175 per hour for a minimum of 4 hours

Taping, audio or video teleconferencing

Catering, including optional beverage station for breakfast, coffee breaks or lunch

### BOOKING

Rental is available for full days and half-days

Same-day bookings are available

[WWW.CFANY.ORG](http://WWW.CFANY.ORG)

# ROOM CAPACITIES AND DIMENSIONS



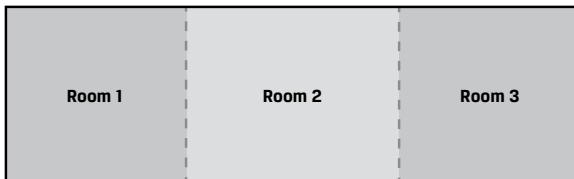
Room Name	Room Dimensions L x W x H	Room Size Sq. Ft.	Reception*	Theater	Classroom (2 per table)	Classroom (3 per table)	Conference	U-Shape (2 per table)	U-Shape (3 per table)
Room 1	33' x 32' x 9'	1,056	96	66	40	60	51	18	27
Room 2	42' x 32' x 9'	1,344	122	84	50	75	57	22	33
Room 3	33' x 32' x 9'	1,056	96	66	40	60	51	18	27
Room 1 & 2	75' x 32' x 9'	2,400	205**	150	90	135	81	28	42
Room 2 & 3	75' x 32' x 9'	2,400	205**	150	90	135	81	28	42
Room 1, 2, 3	108' x 32' x 9'	3,456	205**	205**	130	195	111	34	-
Boardroom	40' x 12' x 9'	480	44	30	-	-	18	-	-
Breakout Room	21' x 12' x 9'	252	23	16	-	-	10	-	-

\* Please note: if you have a panel presenting at your event, the riser will take up 16'L x 8'W.

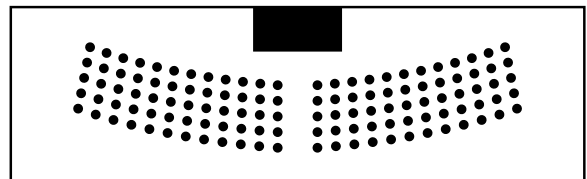
\*\* Our fire code capacity is 205 people.

## EXAMPLE ROOM CONFIGURATIONS

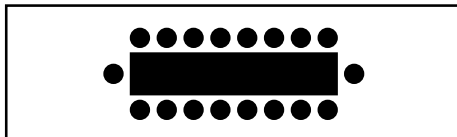
The Executive Conference Room options



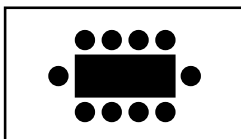
The Executive Conference Room, theater with riser



The Board Room, conference



The Break Out Room, conference



CFA Society New York is pleased to offer custom-designed refreshment options for your meeting. We don't believe that healthy food should be restrictive or bland, so we offer delicious and visually pleasing breakfast, lunch and reception choices. Every detail of the process is meticulously designed for the New Yorker lifestyle. Whenever possible, we place an emphasis on local and sustainable food options to minimize our carbon footprint.

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