

## Prime Midtown Meeting Space

### Located in the heart of Manhattan in Times Square

Midtown's newest state-of-the-art conference center is conveniently located close to Broadway theaters, Radio City Music Hall, Rockefeller Center, Madison Square Garden, and Lincoln Center. We are walking distance from most subways, with connections to Grand Central Terminal, Port Authority Bus Terminal, and Penn Station.

### Why your next corporate meeting should be at NYSSA:

- Flexible meeting space that can accommodate up to 195 attendees
- Additional conference rooms for breakout sessions or meetings
- Meeting rooms outfitted with state-of-the-art audio/visual equipment and WiFi
- Access to NYSSA's Member Lounge which features computer stations with Thomson One, Bloomberg, Capital IQ and Thomson Reuters research programs installed
- Complimentary beverages
- Full-service catering options available at special rates
- Additional services available including webcasting, audio conferencing, teleconferencing, taping
- Professional on-site staff can provide A/V support or event administration (registration processing, check-in, name badges, etc.)



### Room Capacities

	<i>Classroom Style</i>	<i>Team Style</i>
<b>Room I</b>	60	20–30
<b>Room II</b>	75	30–40
<b>Room III</b>	60	20–30
<b>Rooms I &amp; II</b>	135	60–70
<b>Rooms I, II &amp; III</b>	195	90–100

Other room set-ups available upon request:

- Theater
- Boardroom
- U-Shape



## Meeting Room Rental Packages

Length of Meeting	25-39 People, M-F	40+ People, M-F	Weekends
Full-Day up to 8 Hours	\$90 pp	\$60 pp	\$100 pp
Half-Day up to 4 Hours	\$70 pp	\$40 pp	\$70 pp
Evenings 6–10 p.m.	\$100 pp	\$80 pp	

*Complete full-day packages with catering starting at \$135 pp.*

### Basic Package Includes:

- Lectern
- Flipchart
- 1 Wireless microphone (Lavalier or handheld)
- Overhead LCD projection
- Built-in projection screen
- 1 Laptop
- WiFi
- Coat closets outside classroom
- Complimentary coffee, tea, hot chocolate, and soda



### Enhanced Services and Equipment:

- On-site audio/visual technician—half-day or full-day
- Webcasting (including live On Demand viewing and CD-ROM hardcopy)
- Audio recording (including MP3 format and CD-ROM hardcopy)
- Teleconferencing (including call-in capabilities for up to 100 people)
- Event admin support (including assistance with registrations, check-in, and badges)—half-day or full-day
- Additional microphones: Lavalier or handheld
- Additional laptops (with Wireless Internet, Windows XP, Microsoft Office 07, Adobe Acrobat, and DVD/CD-ROM capabilities)
- Risers/stages
- Full-service catering—menus available or our staff will be happy to create a customized package



For more information, contact:  
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