

CONFERENCE CENTER RESERVATIONS AND INFORMATION SSMC CAMPUS

The Buildings Management Branch is responsible for scheduling the large conference centers, NOAA Auditorium and Science Center at the SSMC Complex. We also provide some audio/visual (A/V) services and setup for these centers.

Primary Contact Person for Reservations, A/V Equipment and Setups:

- Nana Dayo-Otekunrin, 713-1941x121

Alternate Contacts:

- Romaine Chase, 713-0382 x120
- William Conway, 713-1942 x118

The locations of the major conference centers within the SSMC campus are as follows:

BUILDING & ROOM #	BUILDING ADDRESS	PHONE #
SSMC2, RM 2358	1325 East-West Highway	713-0266
SSMC3, RM 4527	1315 East-West Highway	713-2121, 2122
SSMC4, RM 1W611	1305 East-West Highway	713-1172
NOAA Auditorium	1301 East-West Highway	713-1298, 1297, 1010
Science Center	1301 East-West Highway	No Phon Line

Each conference center has audio/visual equipment available and has different seating capacity. Listed below is a detailed list of equipment and seating capacity for each setup.

Building and Room #	A/V Equipment	Seating Capacity
SSMC2, RM 2358	Overhead Projector, Elmo, VHS, DVD/CD Player, Podium, Screen, Microphones (1 podium, 1 wireless, 1 wireless lapel, 2 wired), Internet connection upon request	100 people
SSMC3, RM 4527	Overhead Projector, Elmo, VHS, DVD/CD Player, Podium, Screen, Microphones (1 podium, 1 wireless, 1 wireless lapel, 2 wired)	150 people
SSMC4, RM 1W611	Overhead Projector, Elmo, VHS, DVD/CD Player, Podium, Screen, Microphones (1 podium, 1 wireless, 1 wireless lapel, 2 wired), Internet connection upon request	60 people
NOAA Auditorium	Elmo, VHS, DVD/CD Player, Podium, Screen, Microphones (1 podium, 1 wireless, 1 wireless lapel, 2 wired), Internet connection upon request, Listening devices for Hearing Impaired	400 people
Science Center	Overhead Projector, TV/VCR, Podium, Screen, Microphones (1 wireless, 1 wireless lapel), Internet connection upon request, LCD Projector upon request based on availability	150 people