

Livingston Club Conference Centre Information



A SUCCESSFUL BUSINESS
MEETING VENUE THAT
WILL SUIT YOUR EVERY
REQUIREMENT

Livingston Club Conference Centre

A great venue for business meetings

All Livingston Place tenants have access to The Livingston Club, which offers a Conference Centre, a lounge area, a private patio on the second floor, and an outdoor plaza. Wireless internet is also available in the conference centre and lounge area. Contact the Tenant Relations Manager for your username and password and then simply sign on to the Livingston Place network, bring up your internet navigation page and sign in.

Livingston Place offers all you need for successful business meetings in our Conference Centre. The Centre space can be organized for meetings and events of varying sizes and configurations.

Meeting room features

The Conference Centre is located on the +15 level and includes two spacious rooms that may be combined into one large meeting room. The rooms are separated by a soundproof operable wall and may be configured to fit up to 110 people. Both rooms have audio visual equipment and access to the internet, as well as video and teleconferencing capabilities. Tenants need to supply a laptop computer should they require one for presentations.

Meeting Room A includes:

- 1 WXGA Projector
- 2 PTZ cameras
- 1 Podium
- Wireless microphone system

Meeting Room B includes:

- 1 WXGA Projector
- 2 PTZ cameras
- 1 Podium
- Wireless microphone system

Livingston Place tenants have use of the conference centre for business purposes only. They can book space up to six months in advance or with at least 48 hours' notice.



Livingston Club Conference Centre

Meeting room specifications

Set-up options include:

- U shape style
- Classroom style
- Boardroom style
- Theatre style

Meeting room capacity

Setup	Room A	Room B	Room A, B
U shape	16 seats	24 seats	40 seats
Classroom	20 seats	36 seats	44 seats
Boardroom	24 seats	36 seats	44 seats
Theatre	30 seats	70 seats	110 seats

Booking times*

Meeting Rooms	Session A	Session B	Session C	Session D**
	8:00 am to 4:30 pm	11:00 am to 1:30 pm	8:00 am to 12:00 pm 1:00 pm to 4:30 pm	After 5:00 pm Subject to approval

* Rooms will be available a half hour before the scheduled time to allow for set up.

** Contact the Tenant Relations Manager to book for after 5:00 pm.

Terms and conditions

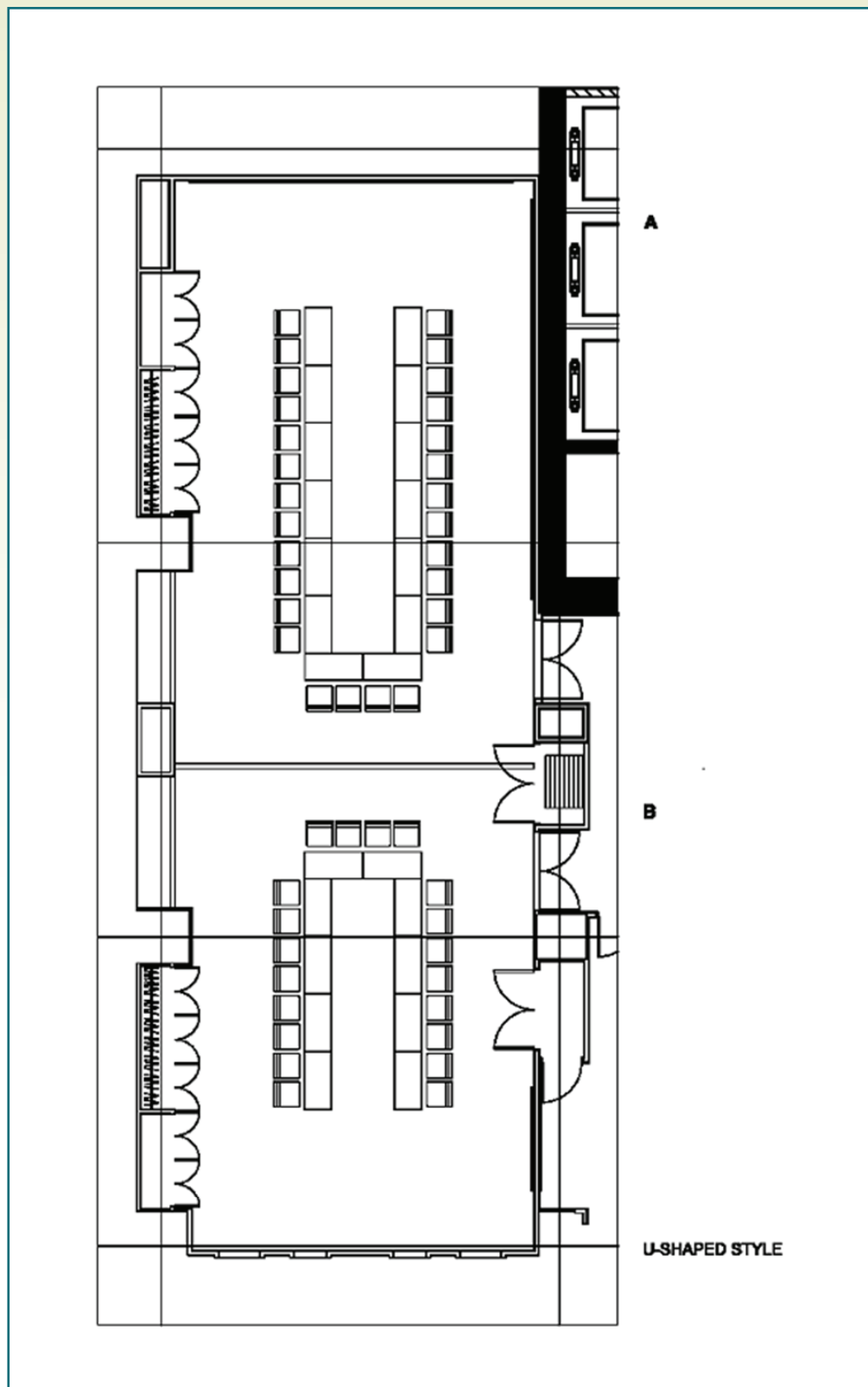
- Livingston Place tenants using the Conference Centre are responsible for any damages incurred during their function.
- The users must ensure that caterers remove all dishes, equipment etc.; and place garbage waste and bottles in the waste bins and the recycling bins that have been provided. Additional cleaning charges may apply.

For more information...

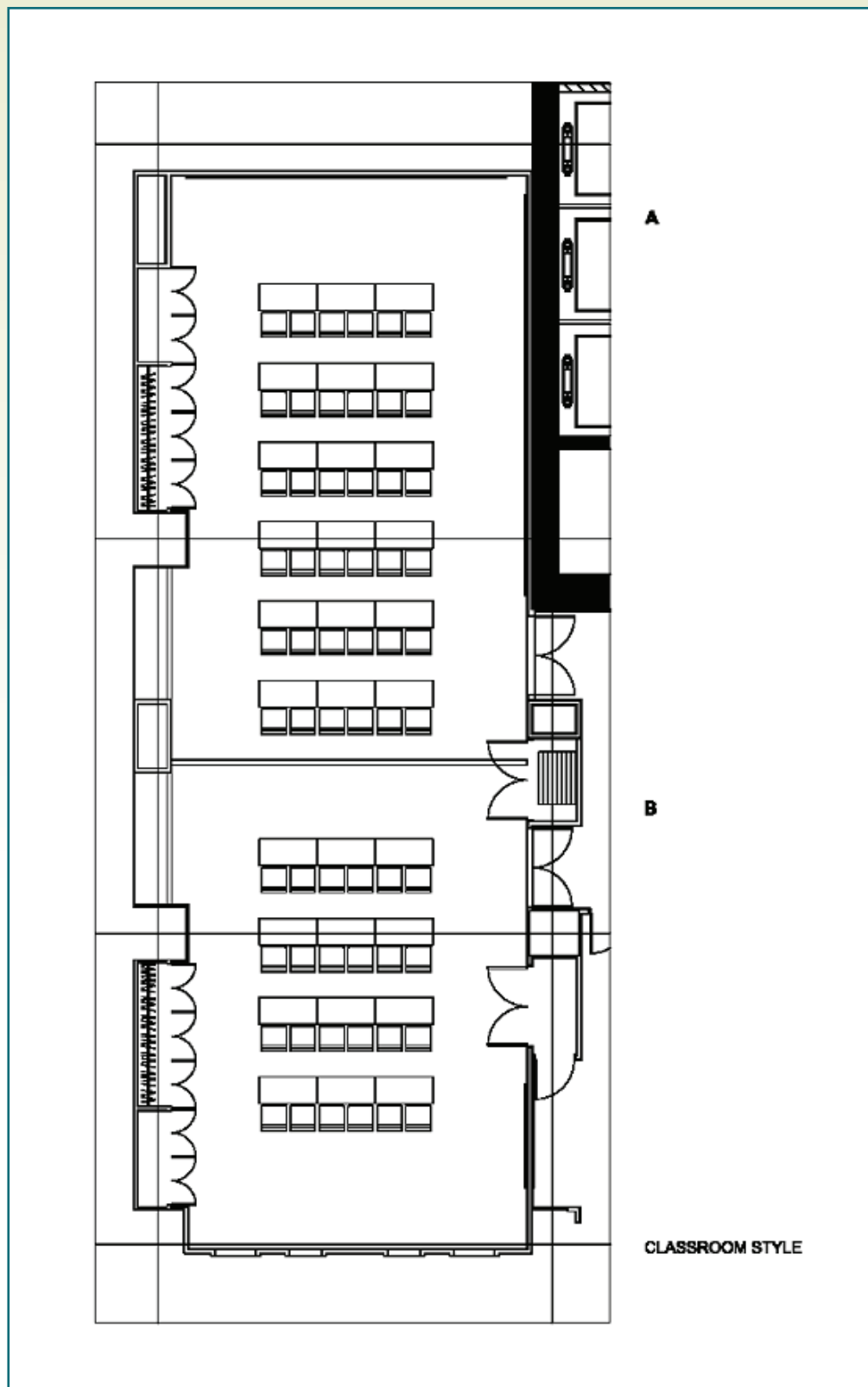
Tenant Relations Manager

If you have any questions or would like to use the Livingston Club Conference Centre or book a cocktail party in the Livingston Club Lounge, contact Tenant Relations Manager Simona Berneanu via email at simona.berneanu@quadreal.com or by phone at 403-202-7559.

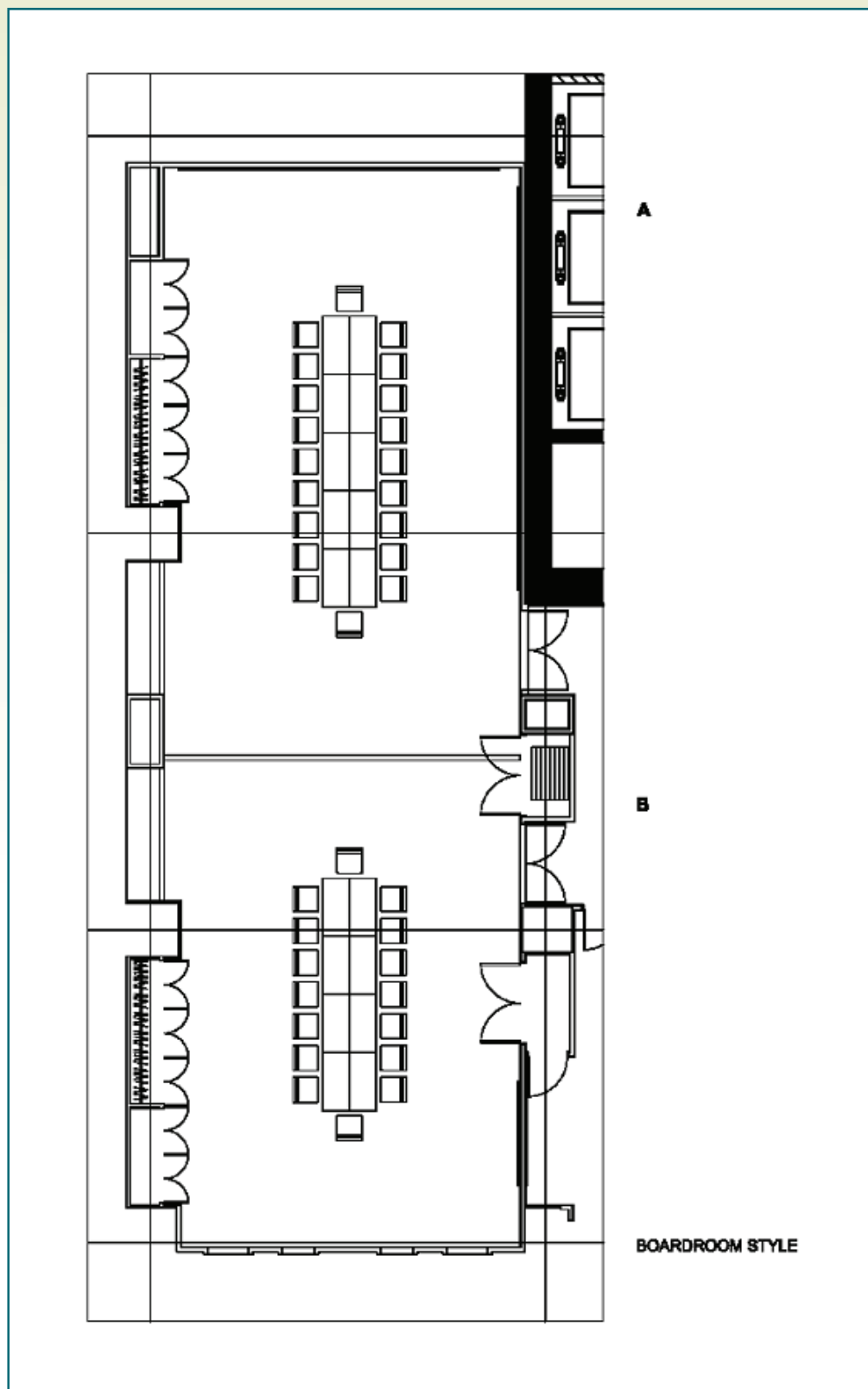
U-Shaped setup



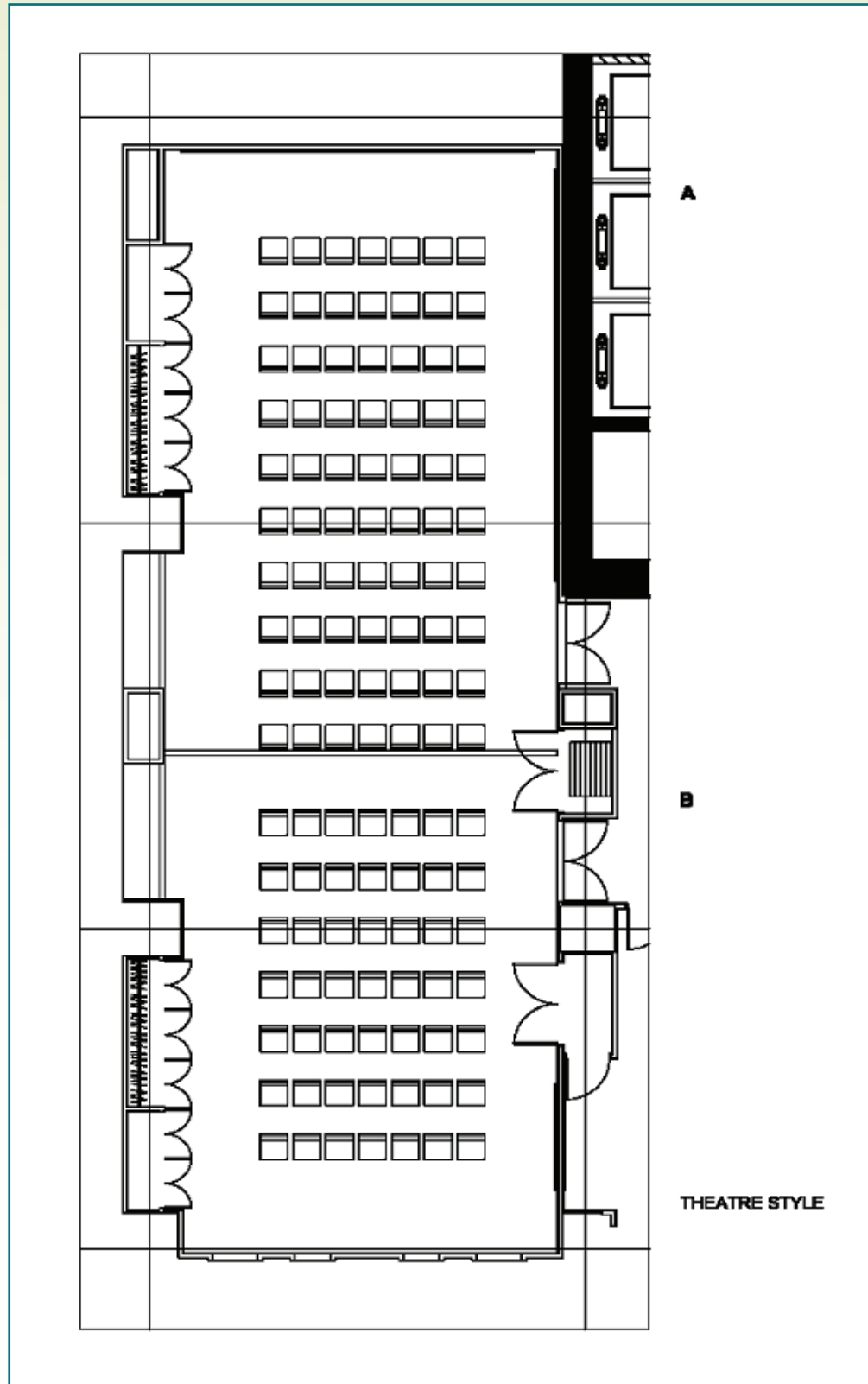
Classroom setup



Boardroom setup



Theatre setup





SOUNDPROOF ROOMS
WITH STATE-OF-THE ART
AUDIO VISUAL EQUIPMENT
CONFIGURED TO YOUR NEEDS