Livingston Place

CONFERENCE CENTRE

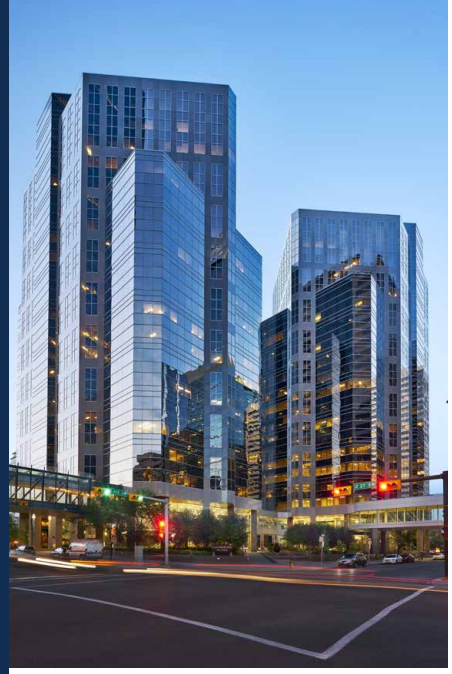
Livingston Place offers all you need for a successful business meeting in our full-service professional Conference Centre which can be the ideal venue to organize your meetings and events of varying sizes and configurations.

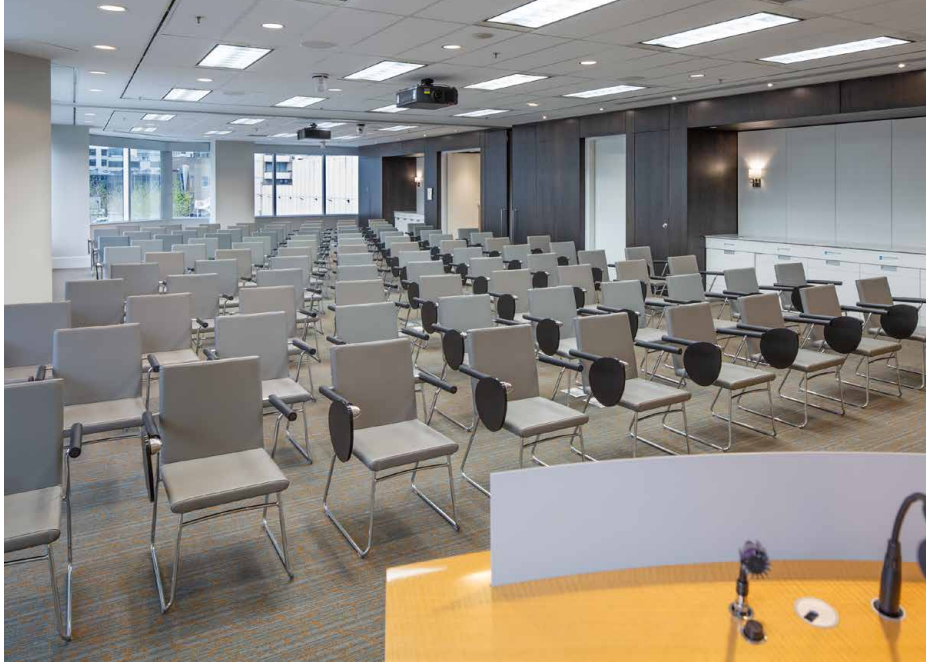
This Conference Centre Guide is intended to provide you with all the information you require to plan and host your meeting or event

Livingston Place THRIVE & GROW

QuadReal™

MEETING ROOM FEATURES





The Livingston Place Conference Centre is located on the second floor of the South Tower and is open for bookings Monday to Friday from 8 a.m.- 4:30 p.m., closed on weekends and holidays.

Audio/Visual / Internet

Audio/visual equipment and internet access are provided, as well as teleconferencing and video capabilities. Users only need to supply a laptop computer should they require one. Each of the two meeting rooms includes:

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

Catering

Users can hire any vendor for their catering needs, however we require all delivery personnel to be compliant with the following protocols:

- No open flame while transporting hot food through the building.
- Use indoor carts so the flooring in the building and inside the Conference Centre will not get damaged.
- For large catering orders, please use the service elevator.

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MEETING ROOM

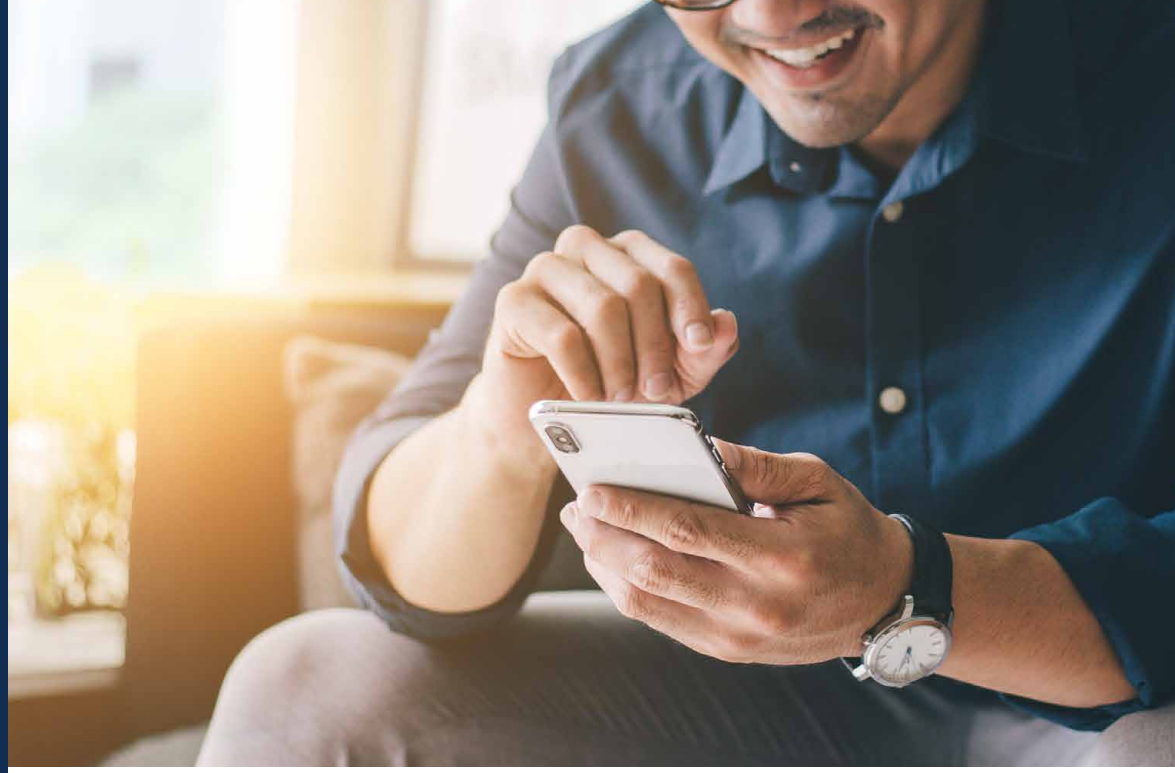
REQUEST A BOOKING

Livingston Place Tenants can use of the Conference Centre at no booking fee. With a minimum 48-hour notice, Livingston Place Tenants can request a reservation using our online booking tool available on the QuadReal + App.

To sign up, download the App from Google Play or the App Store. A desktop version of the booking tool is also available at https://quadrealplus.com/index. Simply use your App credentials to login.

For more information, please contact Hazel Hannivan, Conference Centre Concierge at concierge.yyc@quadreal.com or at 403-370-7145.

QuadReal+ Available on the App Store GET IT ON Google Play



Please consider the following when submitting a reservation request:

- A 1.5-hour window between meetings is reserved for cleaning and set up.
- Once you place your reservation, you will receive a reservation confirmation email informing you that your request has been received.
- We will review the details of your reservation and notify you if your request has been accepted. A reservation is confirmed only after you have received the confirmation notification.

Terms and conditions for all users of the Conference Centre

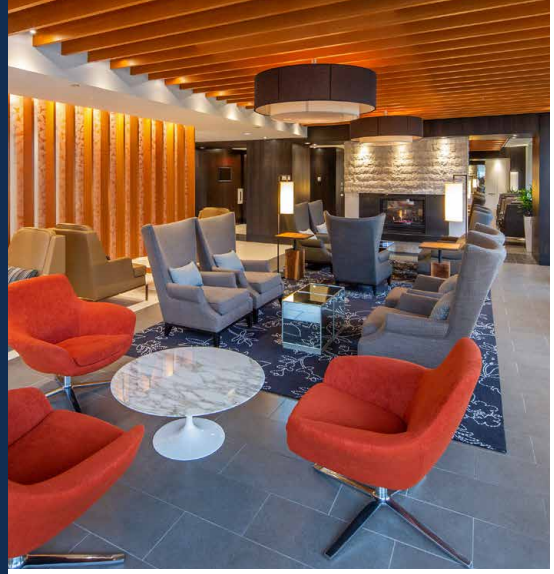
- All users of the Conference Centre are responsible for any damages incurred during their meeting.
- All users must ensure that at the end of their meeting, all equipment, meeting materials or catering items are removed from the meeting rooms.
- All users must ensure that all waste and recycling items (bottles/cans) are disposed of appropriately in the bins available in the meeting rooms.

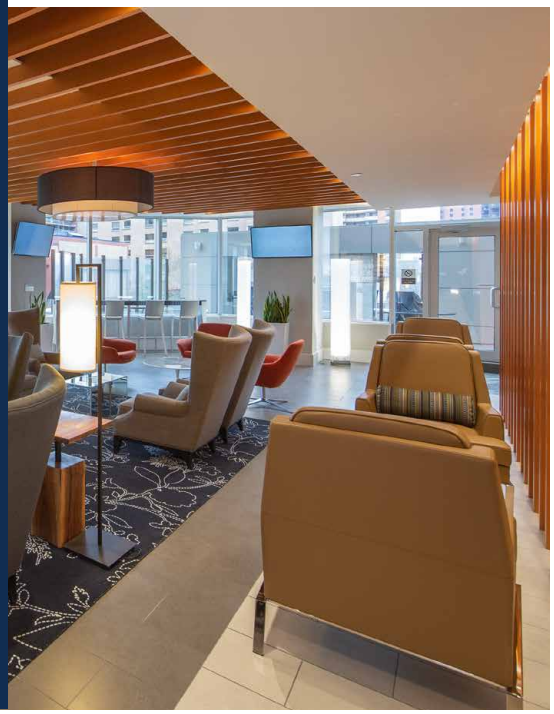
Additional cleaning charges may apply.

LOUNGE & PATIO

One of the premier amenities for all tenants is the Livingston Place Club Lounge, open from 7 a.m. to 5 p.m., Monday to Friday.

Tenants can relax in comfort in front of the fireplace or out on the private terrace (opened seasonally), where wireless internet is available.





After-hours Events

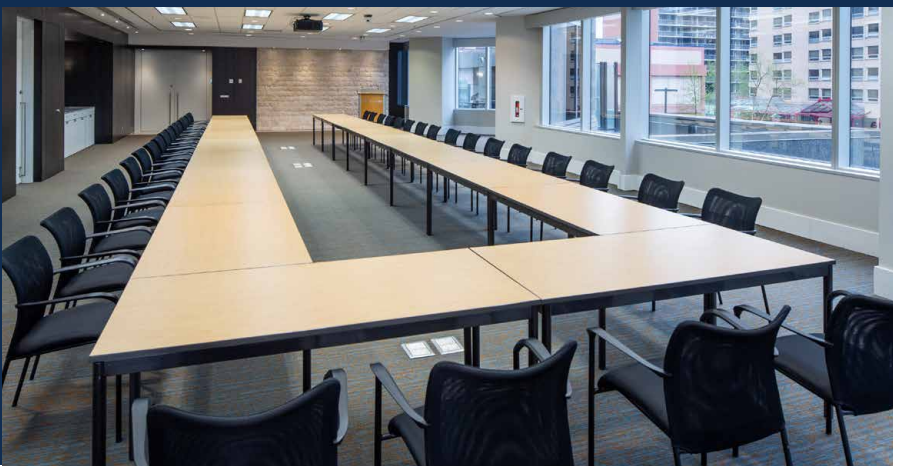
The Lounge is also available to tenants for after-hours company parties and events.

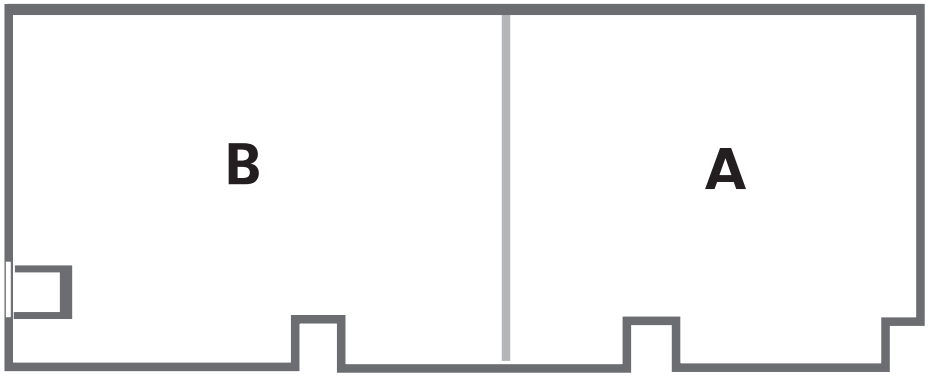
The lounge booking fee for after-hours events is $500+GST for maximum of 4 hours.

For more information and for after-hours bookings, contact Hazel Hannivan at 403-370-7145 or at concierge.yyc@quadreal.com.

2 SPACIOUS MEETING ROOMS

Use individually or combined into one large meeting room to accommodate up to 120 attendees.





Meeting Room Capacity

	ROOM A	ROOM B	ROOM A, B
U Shape	16 seats	24 seats	48 seats
Classroom	18 seats	30 seats	54 seats
Boardroom	16 seats	20 seats	48 seats
Theatre	35 seats	63 seats	105 seats

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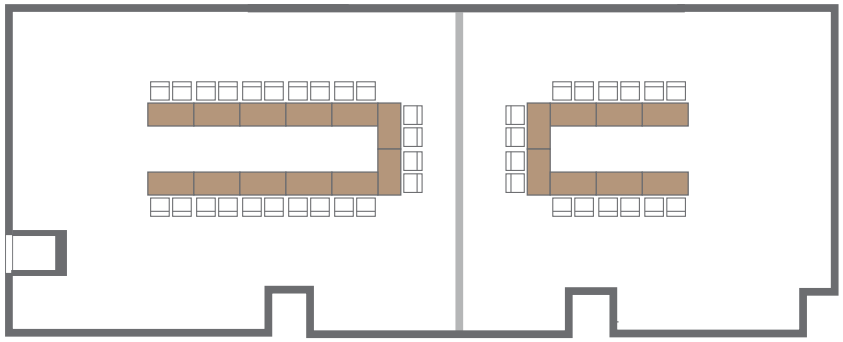
Livingston Place
Conference Centre

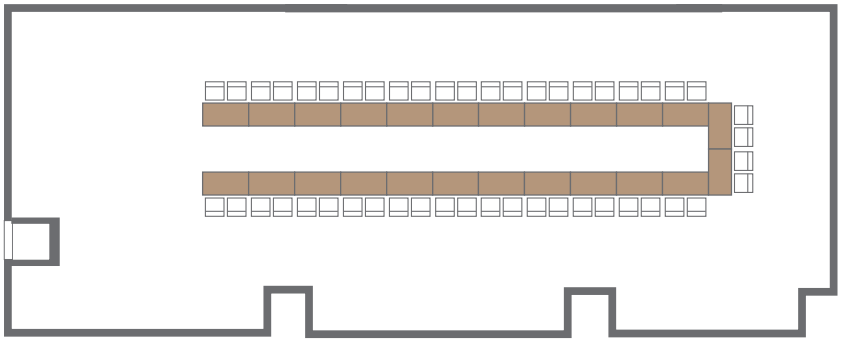
LAYOUT OPTIONS

U SHAPE



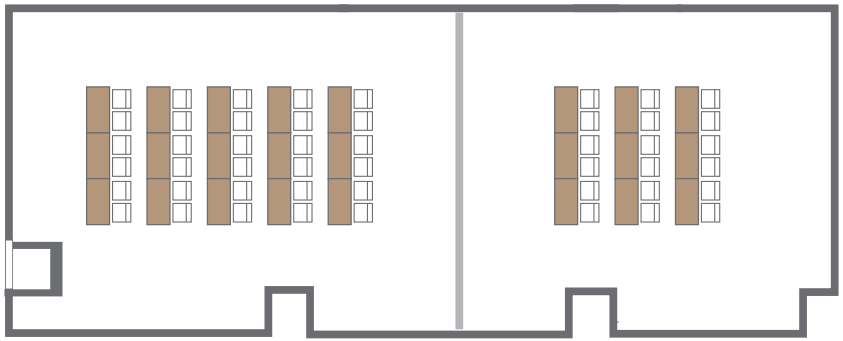
B 24 seats

A 16 seats



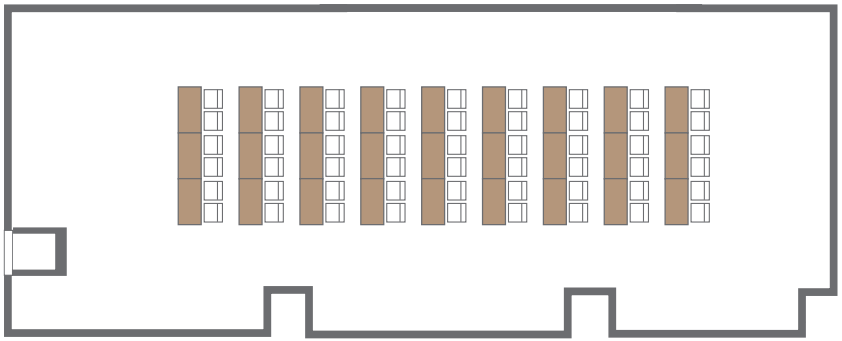
A&B 48 seats

CLASSROOM



B 30 seats

A 18 seats



A&B 54 seats

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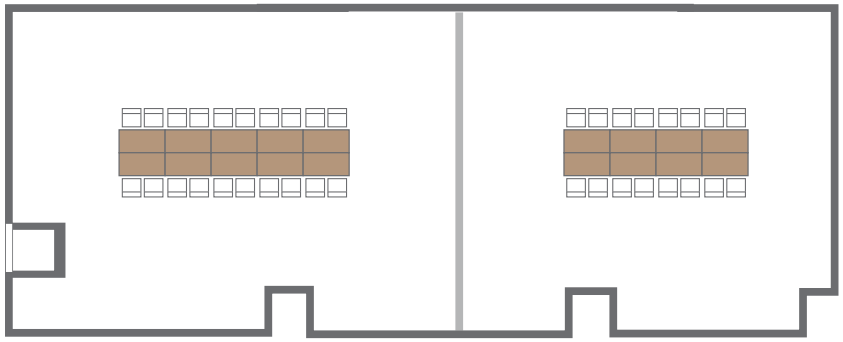
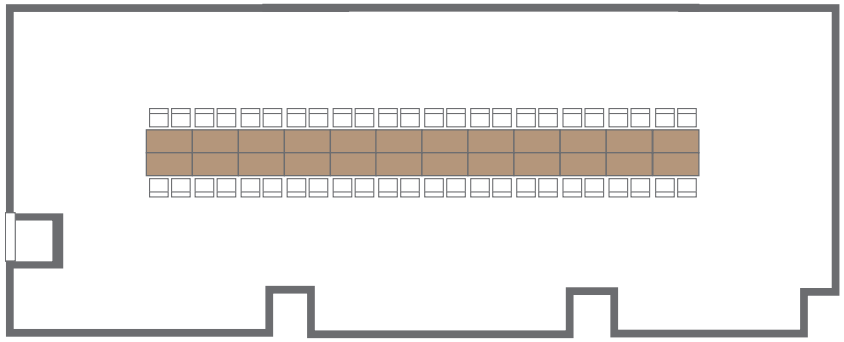
LAYOUT OPTIONS

BOARDROOM



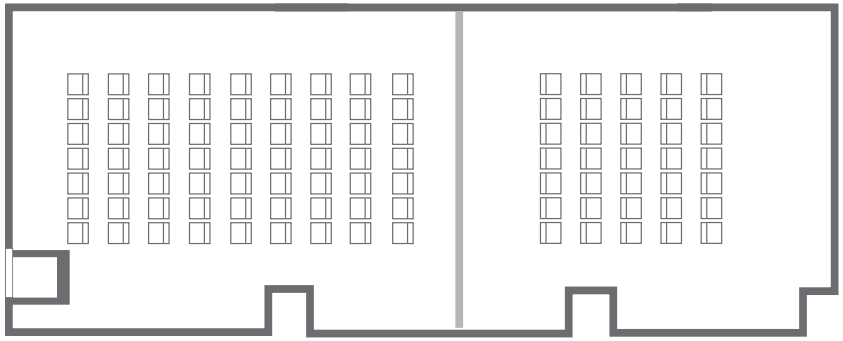
B 20 seats

A 16 seats



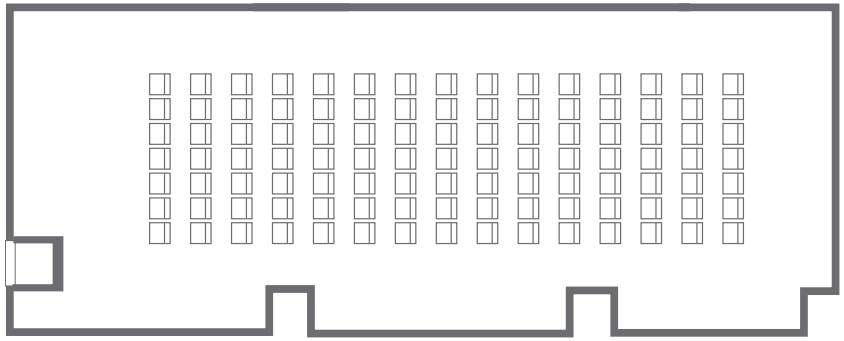
A&B 48 seats

THEATRE



B 63 seats

A 35 seats



A&B 105 seats

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