

# BRENNAN HALL, JOSEPH M. MCSHANE, S.J. EXECUTIVE CENTER

## PNC Bank Board Room (500)

Capacity: 50

### Recommended Events:

- Meetings
- Seminars
- Presentations
- Lectures

Set Up: Fifty chairs around open center tables arranged in a hollow triangle. Room furniture may not to be moved.

Food Service: Yes - limited to a light fare. *If you plan to have food service in the lobby you need to reserve 516, but it is not exclusive to your event unless the entire 5<sup>th</sup> floor is booked. A work order must be submitted to set up tables in the room or lobby for food service.*

Disabled Accessible: Yes

### Specifications:

- Ceiling mounted video projector with 8' x 6' projector screen
- Network, laptop and PC connection capability
- Dedicated computer with wireless keyboard
- VCR
- Stationary microphones at each seat
- Satellite downlink (teleconference) capability - *confirm with OIT for equipment set up at least one week in advance at <http://ww.scranton.edu/oitrequest>*
- Audio conferencing with two separate connections
- Encased white board
- CD/cassette background music source
- Small kitchen area
- Telephone line and instrument in kitchen (extension 5979)
- Air conditioned
- Available for evening use

Building Code: BRN

Room Code: 500

