ICJIA Conference Room Descriptions

Our four conference rooms allow for a variety of setups for meetings, break-out sessions, or workshops.

LARGE CONFERENCE ROOM (ICJIA)

ICJIA large conference room is setup in a Conference Style for approximately 35 people, and is equipped with LCD projector, Polycom speaker phone, and desktop computer with speakers.

SMALL CONFERENCE ROOM (ICJIA)

ICJIA Small conference room is setup in a Conference Style for approximately 15 people, and is equipped with 42" flat panel Monitor, Polycom speaker phone, and desktop computer with speakers.
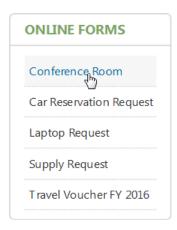
LIBRARY CONFERENCE ROOM (ICJIA)

ICJIA Library conference room is setup in a Conference Style for approximately 8 People, and is equipped with LCD projector, Office speaker phone, and Laptop computer with speakers.

2ND FLOOR CONFERENCE ROOM (BUILDING)

2ND FLOOR CONFERENCE ROOM this is the buildings space and is maintained by the 300 W. Adams Management Company. This room can accommodate approximately 60 people in various configurations. It is equipped with a projector screen and can also be equipped with LCD projector, Polycom speaker phone, and a lap top computer with speakers. PLEASE KEEP IN MIND: Sufficient notice must be given when requesting use of this space. The 2nd floor conference room is utilized by the tenants of 300 W. Adams and is in constant use. We must work with the building mgmt in order to reserve the room plus allow for room set up which requires additional reservation time so please provide ample time.

To reserve a conference room go to the Authority's Intranet site http://webboard/icjianetdev2/ then navigate down to the Online Forms which is located at the bottom left hand side of the Intranet site. See below:

ONLINE FORMS

Conference Room

Car Reservation Request

Laptop Request

Supply Request

Travel Voucher FY 2016

Click of the Conference Room and follow the instructions. Another way you can access the Conference Room Request Form is to click on the link below:

http://webboard/icjianetdev2/index.php?option=com_chronocontact&Itemid=132