# CONTOSO CONFERENCE ROOMS

For general questions or assistance, email: conference-rooms-demo@outlook.com

**ROOM 2A - The Boardroom** Location: 2nd Floor, West Wing  
Capacity: 20 people  
TV Size: 85" display  
Amenities: Video conferencing (Teams Rooms certified), whiteboard, conference phone, adjustable lighting  
Best for: Executive meetings, presentations, client visits  
Booking email: [Room-2A@contoso.com](mailto:Room-2A@contoso.com)

**ROOM 3B - Innovation Lab** Location: 3rd Floor, East Wing  
Capacity: 12 people  
TV Size: Dual 55" monitors  
Amenities: Whiteboard walls (entire room), standing desks, moveable furniture, sticky notes and markers provided  
Best for: Brainstorming sessions, design sprints, workshops  
Booking email: [Room-3B@contoso.com](mailto:Room-3B@contoso.com)

**ROOM 1C - The Huddle** Location: 1st Floor, Near Cafeteria  
Capacity: 6 people  
TV Size: 42" display  
Amenities: Whiteboard, HDMI connection  
Best for: Small team meetings, 1-on-1s, quick syncs  
Booking email: [Room-1C@contoso.com](mailto:Room-1C@contoso.com)

**ROOM 5A - The Arena** Location: 5th Floor, Central  
Capacity: 50 people  
TV Size: 120" projector screen  
Amenities: Full AV system with wireless presentation, stage platform, catering setup with tables, microphone system  
Best for: All-hands meetings, town halls, large presentations, company events  
Booking email: [Room-5A@contoso.com](mailto:Room-5A@contoso.com)

**HOW TO BOOK A ROOM**

1. Visit outlook.office.com
2. Create a new meeting
3. Add the room email as a required attendee
4. The room will auto-accept if available

Booking Policy: Rooms can be booked up to 30 days in advance. Same-day bookings are welcome based on availability.

**NEED HELP?**

For questions about room bookings, equipment issues, or availability, contact:  
[conferencerooms@contoso.com](mailto:conferencerooms@contoso.com)