

# MEETING PACKAGE



## Complete Meeting Package

- Guest room accommodations for overnight stay
- Use of classroom & one small breakout room
- Notepad & pen
- Name tent
- Parking pass
- Knight Center Buffet for executive continental breakfast & lunch; standard menu for dinner
- Standard menus for AM & PM breaks

## 1/2 Day Meeting Package

(up to 4 hours)

- Use of classroom & one small breakout room
- Notepad & pen
- Name tent
- Parking pass
- One standard menu for break (either AM or PM)

## Other Amenities

- Access to Business Center with fax and copy machines
- On-site AV support
- Wireless Internet

## Day Meeting Package

- Use of classroom & one small conference room
- Notepad & pen
- Name tent
- Parking pass
- Knight Center Buffet for executive continental breakfast & lunch
- Standard menus for AM & PM breaks

## Classroom Equipment

- Presentation desk with two computers
- Connection for presenter's laptop
- Document camera for overhead projection
- DVD player
- VHS player
- Ceiling-mounted or rear-screen projection units
- Hearing-assisted headphones
- Electrical & Internet access

## Additional Audiovisual Equipment & Services

- Video conferencing
- Teleconferencing
- DVD duplication
- Dedicated AV technician
- Audio & visual recording

### Online Reservations:

- [www.acc-knightconferencecenter.com](http://www.acc-knightconferencecenter.com)

### Global Distribution System (GDS) Reservations:

- Sabre WV80650
- Worldspan WVSTL27
- Apollo/Galileo WV02848
- Amadeus WVSTL327