



Hello!

We are so happy to share our conference space with you! A few things that we ask you to take note of and share with your meeting attendees to ensure this is a mutually beneficial experience for your company as well as the TalentLaunch Network.

We hope you enjoy our office and have a very productive meeting!

- Please stay in your designated conference room
 - Please do not switch conference rooms to any room other than what was booked for your group. We have many external guests using our space as well as internal employees. We have rooms scheduled very precisely to accommodate as many people as possible. If you switch rooms, that could affect other scheduled meetings.
 - Please do not wander the office. If you would like a tour, please contact Meredith Barnett to see if she or someone else is available to guide you.
 - Please do not disrupt employees working in the office during or after business hours. If you have a question, please go to the front desk and ask the administrator or contact Meredith Barnett at mbarnett@mytalentlaunch.com.
 - Please try to keep voices down in the main work areas to not disturb employees working.
- If food or drink are needed, they are to be supplied by the group hosting the meeting.
 - TalentLaunch does not provide any food or drink to those using our office, except the water machine. You can consume all the free water you'd like!
 - Our Money accepting Micro-Market and vending machines are available to guests for use. Please be sure the guests pay with a credit/debit card at the kiosk at the unit.
 - Please clean up after yourselves and leave the room in the same condition as you found it.
- A/V Needs
 - **Guest Wifi Network: TL Guest**
 - HDMI Cords are available in all conference rooms. Technology should be HDMI compatible to work with our technology. If it is not, then you are responsible for bringing the appropriate connections
 - Phones are provided in every room. If you will be having a conference call, please use your own conference call service and supply that number to your guests.
 - If you need A/V assistance for your meeting please request at least 2 business days PRIOR to your meeting date by emailing mbarnett@mytalentlaunch.com

For questions or concerns, please contact Chief of Staff Meredith Barnett, 216-401-0873 or mbarnett@mytalentlaunch.com

THANK YOU!