

# MEETING ROOM FACILITIES

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## MEETING ROOMS





Whether you are an external client, have an executive office or a virtual office with Innovative Professional Offices (IPO), you have access to our state-of-the-art breakout, conference and training rooms that can be used for a variety of meeting types and occasions. From quick drop-in business meetings to week-long conferences booked in advance, IPO provides you with the support you need to host any kind of gathering.

Our professional staff will make it easy for you to book your meeting, interview, or training session by offering flexible arrangements by the hour, half-day, full-day, week, or month. Inquire about the different discounts we have available for permanent, temporary, and virtual office needs.



### DAY OFFICES (HOLDS UP TO 3 PEOPLE)



-  A great space to use when you're on-the-go and away from your home base
-  Internet access and other additional support services available

### BOARDROOMS (HOLDS UP TO 8 PEOPLE)








-  Host professional yet comfortable interviews or more personal meetings in tasteful boardrooms
-  Guests and clients will be greeted by IPO's friendly and professional staff, and can enjoy our reception area prior to and after meetings

## SEMINAR ROOMS






### SMALL SEMINAR ROOMS (HOLDS UP TO 16 PEOPLE)



-  Strategically designed, prestigious conference rooms for hosting meetings of all kinds
-  Conference table with comfortable chairs
-  Available internet, TV, phone system, desktop computer, microphone, and webcam for easy audio or video conferencing
-  Additional support services available
-  Professional bilingual staff to greet your guests and to assist with catering arrangements

### LARGE SEMINAR ROOMS (HOLDS UP TO 35 PEOPLE)



-  Host your training, seminar and educational sessions in a comfortable and productive environment
-  Rooms can be configured for hosting various styles of sessions
-  Fully equipped with internet access, advanced technological equipment, video conferencing capabilities and presentation tools to make professional gatherings run efficiently and smoothly
-  Most rooms are equipped with serving areas to accommodate your catering needs
-  Additional support services available