



MEETING ROOMS



Whether you 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.

GUEST/DAY OFFICES

-  Host one or two people – fully furnished
-  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

MEETING ROOMS (hold up to 5 people)

-  Host professional yet comfortable interviews or more personal meetings in tasteful day rooms
-  Guests and clients will be greeted by IPO's friendly and professional staff, and can enjoy our reception area prior to and after meetings
-  Internet access and other additional support services available

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BOARDROOMS (hold up to 12 people)

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

TRAINING ROOMS (hold up to 40 people)

- Host training and educational sessions in a comfortable and productive environment
- Rooms can be split into two sections for hosting multiple sessions in the same space simultaneously
- Fully equipped with advanced technological equipment, video conferencing capabilities and presentation tools to make professional gatherings run efficiently and smoothly
- Internet access and other additional support services available
- Professional staff to greet your guests and to assist with catering arrangements

HERE IS WHAT YOU GET:

EQUIPMENT AND PRESENTATION TOOLS	ADDITIONAL TOOLS (AT COST)	ADDITIONAL SERVICES (AT COST)
TV/DVD Players	Monitors	Administrative Support
Projection Screens	Overhead Projectors	Printing, Faxing, Photocopying
Dry Erase/White Boards	LCD Projectors	Telephone Answering
Networking Systems	Desktop Computers	Call Forwarding
Flip Charts	Laptop Computers	Technical Support
Lecterns	Audio Conferencing Media	Catering