

# US Bank Handbook

## Conference Center

The US Bank Plaza Conference Center is located at the mezzanine level just off the 1st floor. There is a large and small conference room available for tenant use on a first come, first served basis, Monday - Friday between the hours of 7:00am and 6:00pm. Hourly, half-day, and full day rates are offered. For more information regarding rates, or to reserve a room, please contact [homeoffice@uli.com](mailto:homeoffice@uli.com). See below for capacity and equipment information.

Equipment	Large Conference Room	Small Conference Room		Room Configuration Options	Capacity Large Conference Room	Capacity Small Conference Room
Projector	x			<b>Classroom:</b> Rows of tables and chairs	60 Max	21 Max
Pull Down Screen	x			<b>Conference:</b> Tables in a closed square with chairs around the outside	40 Max	20 Max
White Board	x			<b>U-Shape:</b> Tables in an open u-shape with chairs around the outside	30 Max	15 Max
Podium	x	x				
Wireless Microphone	x	x				
Flipchart	x	x				
Conference Phone	x	x				