

MEETING SPACE

RENTAL INFORMATION

American National Standards Institute
25 West 43rd Street – Fourth Floor
New York, NY 10036



For your next small business meeting or event in New York City, consider the American National Standards Institute’s facilities in the heart of midtown Manhattan. Conveniently located on 43rd Street between Fifth and Sixth Avenues, meeting attendees will be steps away from local transportation, hotels and restaurants to meet every budget. For more information or to reserve a meeting space, please contact Anna Salamay, ANSI Office Manager (212.642.4925; asalamay@ansi.org).

DAN SMITH ROOM

An intimate meeting space, the Dan Smith Room is ideal for a small business meeting. Measuring 13' x 14.5', this windowed room can comfortably accommodate six to eight people at its 7' x 3' glass-covered oval table. A wall-mounted white board and accessories are included. Additional IT and audio/visual services are also available.



DAN SMITH ROOM

MEETING SPACE RENTAL RATES *

Monday – Friday, 9:00 a.m. – 5:00 p.m.

| Room | Hourly | Half Day | Full Day |
|-------------------|--------|----------|----------|
| Dan Smith Room | \$95 | \$360 | \$720 |
| Federation Room | \$175 | \$680 | \$1,360 |
| Federation Room A | \$135 | \$520 | \$1,040 |
| Federation Room B | \$110 | \$400 | \$800 |

Off hours

| Room | Hourly | Half Day | Full Day |
|-------------------|--------|----------|----------|
| Dan Smith Room | \$145 | \$560 | \$1,120 |
| Federation Room | \$225 | \$880 | \$1,760 |
| Federation Room A | \$185 | \$720 | \$1,440 |
| Federation Room B | \$160 | \$620 | \$1,240 |

* – **ANSI members receive a 10% discount**
 – *Minimum rental of two hours plus any set-up time*

ADDITIONAL RESOURCES

(Please contact ANSI for pricing information)

Information Technology and Audio/Visual

- Video conferencing
- Teleconferencing
- Television and DVD player
- Telefax
- Projectors

Meeting Support Services

- Photocopying services
- Flipchart with easel and markers
- Whiteboard with markers and erasers**

Catering

- Outside catering may be brought in to any contracted meeting space. However, ANSI will not arrange for catering services. Clients are responsible for all ordering, set-up and removal of catered items.

** Included in Dan Smith Room at no extra charge

FEDERATION ROOM

The Federation Room is an ideal option for larger meetings. This bright 23' X 42' room can be configured in a number of ways.

| Configuration | Seating Capacity |
|-----------------|------------------|
| Boardroom-style | 28 - 40 |
| Theater style | 45 - 50 |
| "U" shape | 30 - 35 |
| Classroom | 18 |

Depending upon the configuration selected:

- chairs may be set-up along the perimeter of the room to provide additional seating.
- tables may be set-up along the perimeter of the room to provide space for food, drinks, meeting materials, etc.
- extra tables can be set-up immediately outside the meeting room, if necessary, to accommodate registration and/or meeting materials.



FEDERATION ROOM (A AND B COMBINED)

FEDERATION ROOM (CONTINUED)

The Federation Room can be divided into two separate rooms to accommodate small- to medium-sized groups. Separated by rolling floor-to-ceiling wall panels, these dividers can be easily moved to create an ideal meeting space for breakout sessions or small work teams. When closed, the dividers ensure complete privacy.

Both Federation Room A and B are well-lit and each includes a pull-down projection screen. IT and audio/visual services are also available.

Federation Room A

Federation Room A, the larger of the two rooms, measures 23' x 27.5' and includes six rectangular tables that can seat up to six persons. These tables can be utilized individually or combined to create a boardroom-style table with a total comfortable seating capacity of 16. The boardroom-style set-up provides room for extra tables and seating along the perimeter of the room. Up to 15 additional persons can be accommodated with the supplemental perimeter seating.

Federation Room B

Federation Room B is a medium-sized meeting room measuring 23' x 15' and includes four rectangular tables that can seat up to six people. These tables can be utilized individually or combined to create a single, larger table with a total comfortable seating capacity of 12. Additional perimeter seating in Federation Room B is not recommended.



Throughout its history, the American National Standards Institute (ANSI) has maintained as its primary goal the enhancement of global competitiveness of U.S. business and the American quality of life by facilitating voluntary consensus standards and conformity assessment systems and promoting their integrity. The Institute provides a forum for hundreds of ANSI-accredited standards developers that work cooperatively to develop American National Standards (ANS).

ANSI is the official U.S. representative to the International Accreditation Forum, the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC), via the U.S. National Committee.

Comprised of businesses, professional societies and trade associations, standards developers, government agencies, and consumer and labor organizations, the ANSI Federation represents the diverse interests of more than 125,000 entities and 3.5 million professionals worldwide.

FOR MORE INFORMATION

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