Welcome!

*Event Services*

at the National Center for Supercomputing Applications (NCSA)

Welcome to NCSA! We are thrilled to assist you in making your Illinois community event here a success.

Whether you are planning a meeting, conference, workshop, or other event, you will find that NCSA has the perfect space for you. Our facilities include a 196-seat auditorium, two state-of-the-art training centers, a conference room, and a spacious atrium. Our first floor also features a new café which offers several catering options.

While our space is primarily intended for NCSA-sponsored events, we are happy to accommodate other campus events provided they do not conflict with regular NCSA operations or with NCSA-sponsored events.

To learn more about our services, please consult the following brochure. To request space, please go to events.ncsa.illinois.edu and use your University email address to log in. Any outstanding questions may be sent to Tedra Tuttle, Assistant Director of Facilities, at ttuttle@illinois.edu. We are excited to help make your event a memorable occasion!
NCSA Event Services Overview

Our Event Services team is eager to assist in planning your next meeting, conference, or workshop.

Building Accommodations

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For more information regarding special equipment/services available for each room, please see below.

Catering Services

Located in the lobby of the NCSA Building, The Daily Byte II Café offers a variety of food and drink options, including a full range of coffees, espresso based drinks, teas, cold lunch items, breakfast pastries and more from 7:30 a.m. until 4:00 p.m. Monday through Friday. The Daily Byte II Café also offers a variety of fresh-sourced breakfast and lunch packages to meet your catering needs. To check out the Daily Byte II’s full catering menu, please visit their webpage.

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Hours of availability

The NCSA building is open Monday through Friday, 7:00 a.m. to 6:00 p.m. (with the exception of University holidays). The building’s doors are programmed to lock after 6:00 p.m. The north and south main entrance doors may be extended outside standard business hours by emailing Tedra Tuttle (ttuttle@illinois.edu) the requested times.

Detailed Room Descriptions

Auditorium (1122 NCSA)

Our spacious auditorium seats 196 and is perfect for seminars and lectures. Fixed auditorium seats with fold-up desktops face the stage and podium featured at the front of the room. The stage can also accommodate a panel of up to eight speakers.

Equipment/services available:

- 20-foot floor-to-ceiling projection screen
- Mac and PC connections to HD projector
- Presentation laptop has both Mac and Windows 7 running Microsoft Office
- HDMI audio/3.5mm mini jack at podium for audio from laptop
- 2 wireless lapel microphones
- 1 wired microphone at podium
- 4 wireless handheld microphones
- 5 push-to-talk gooseneck microphones for panels up to eight people on stage (Event Coordinators are responsible for chairs, tables and table skirts)
- Telephone/PA interface for conference line
- Videoconference with HD Polycom
- Webcast and/or recording with Wirecast
• Breakout audio feed for videographers
• Web conferencing with WebEx, Zoom, Lync and others
• Keyboard and mouse
• Presenter remote/laser pointer

Instructional Labs A and B (1030/1040 NCSA)

Our state-of-the-art instructional labs which seat 50 in a classroom setting are perfect for workshops, lectures, and training seminars. The rooms are fitted with long tables, chairs, and a podium at front.

Equipment/services available:

• 20-foot projection screen
• 3 HD projectors (room 1030), 2 HD projectors (room 1040)
• Mac and PC connections to projectors at podium
• Presentation laptop has both Mac and Windows 7 running Microsoft Office
• HDMI audio/3.5mm mini jack at podium for audio from laptop
• 2 wireless lapel microphones
• 1 wired podium microphone
• 25 push-to-talk tabletop microphones
• Telephone/PA interface for conference line
• Videoconferencing with HD Polycom and EagleEye Director cameras
• Web conferencing with WebEx, Zoom, Lync and others
• Webcast and/or recording with Wirecast
• Breakout audio feed for videographers
• Keyboard and mouse
• Presenter remote/laser pointer
Conference room 3000

This conference room, perfect for virtual meetings, seats 13 at a V-shaped conference table.

Equipment/services available:

- 13-foot projection screen
- 2 standard HD projectors
- Mac and PC connections to projector
- Presentation laptop has both Mac and Windows 7 running Microsoft Office
- HDMI audio/3.5mm mini jack for audio from laptop
- Telephone/PA interface for conference line
- Tabletop microphones for 13 people
- Videoconferencing with HD Polycom
- Web conferencing with WebEx, Zoom, Lync and others
- Webcast and/or recording with Wirecast
Lobby/Atrium

The NCSA atrium is a great place for your reception or catered event. The space can seat 86 people at small café tables, or up to 250 people for a standing room only event. While the lobby furniture cannot be removed, the space can be minimally reconfigured by the event organizers to optimize the space for your event. Additional furniture such as long tables for catering or additional trash cans for box lunches may be ordered from campus Facilities & Services or your event caterer.

Equipment/services available:

- Wireless mic/PA

Additional Details

Requesting Space

Space and audio-visual services can be requested up to one year in advance and we recommend at least one month before an event. To initiate a request, please visit events.ncsa.illinois.edu and use your University email address to log in.

Requests will be reviewed based on availability of the facilities, conflicting NCSA-sponsored events, A/V staff availability, etc. Notification in response to a request should be received within two weeks.

Food and Drink

The Daily Byte II café is now available for catering! Other caterers may be found on the University's Insured Caterers List. All catering equipment must be removed from the NCSA building immediately following an event.
Alcoholic beverages may be served at approved events. Please consult the Campus Administrative Manual, Section VIII - 10 for instruction for filing out the necessary form. The Alcohol Approval Form must be completed and on file with NCSA Facilities prior to the event. The form may be sent or emailed to: Tedra Tuttle, 1008 NCSA, MC-257, ttuttle@illinois.edu.

Safety

During public events the safety of attendees and the facilities in use are the responsibility of the sponsoring unit. Attendance at any event is limited to the stated capacity of the reserved space.

Parking

Metered parking is available near the NCSA building on Clark Street, in the parking garage just north of NCSA, and on other surrounding streets. Rates are 75 cents/hour, and all meters accept quarters, dimes, nickels and dollar coins. All day parking is available in the parking garage, time limits for surrounding streets are usually two hours. There is no attendant in the parking garage, but there is the option to pay for metered parking in the parking structure by credit card by calling 1-866-234-PARK (7275); the garage is location 4801. For more information, go to paybyphone.com.

Questions?

For questions about using NCSA space, please contact the Assistant Director of Facilities Tedra Tuttle (ttuttle@illinois.edu). For audio-visual service questions, contact eventservices@ncsa.illinois.edu.