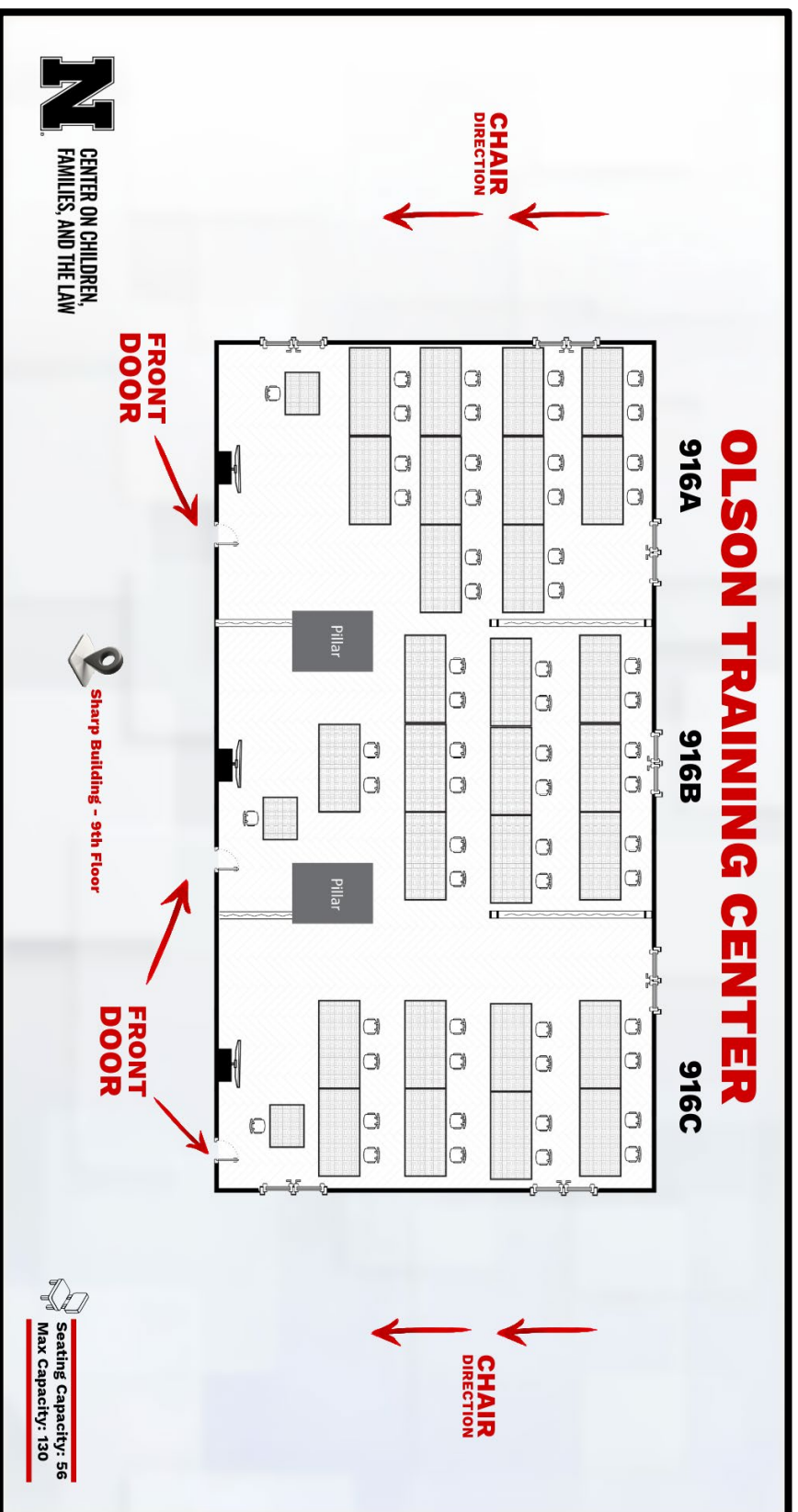


Olson Training Center offers:

- seating for 56-130 people
- retractable walls that can divide the space into three separate sections
- three 85-inch TVs for presentations, live demos, or video conferences
- ceiling-mounted cameras for hybrid meetings
- alternative connection options such as HDMI, Apple Airplay, and Miracast
- built-in microphones in the ceiling and handheld and lapel mics for crystal-clear audio
- three mobile power towers
- arrangeable tables and chairs to customize the space for your specific needs
- an adjoining kitchen with a sink, microwave, refrigerator with water and ice dispensers, and 50-cup coffee urn for breaks, snacks, or catered meals





# **CCFL Reserved Room**

---

## **Post Event Checklist**

### **Olson Training Center**

---

- \_\_\_\_\_ Sign out of the computer and return any AV equipment
- \_\_\_\_\_ Return the room to its original set-up with the provided guide
- \_\_\_\_\_ Straighten all tables and push in all chairs
- \_\_\_\_\_ Check for any items left behind by guests and collect them
- \_\_\_\_\_ Place all trash and recycling in the appropriate bins
- \_\_\_\_\_ Wipe down the room's tables for food or drink spills
- \_\_\_\_\_ Spot-clean the carpet with the carpet sweeper if necessary
- \_\_\_\_\_ Properly dispose of all leftover food and drink in the kitchen
- \_\_\_\_\_ Throw away used grounds from the coffee pot and shut it off
- \_\_\_\_\_ Wash and put away used dishes and wipe down counters
- \_\_\_\_\_ Notify CCFL staff of any other issues