



The Conference Center

810 7th Avenue, New York, New York 10019
 Phone: (212) 824-5733 • FAX: (212) 824-5742

Rental Costs

Room	Full Day	Half Day	Evenings
Conference Center . . . \$2,600* \$1,600* \$1,600 (Seats 240 plus)			

Food and Beverage

Per Person Cost

Hot & Cold Beverages	<i>Included with rental fee</i>
Buffet Continental Breakfast	\$25.00
Cold Buffet Lunch	\$35.00 <i>and up</i>
Afternoon Cookies and Snacks	\$10.00

Elaborate menus and receptions can be accommodated to suit your individual needs.

** Basic cost of Mon.-Fri. Day Time Conference Center includes: A/V Technician, video projection of all speakers and A/V presentations to projector screens and plasma screens located within conference center. Lectern computer for mounting and projection of Power Point presentations in support of your speaker, (includes audio input); Elmo document projector; DVD players in support of video roll-ins.*

Meeting Supplies

Photocopies	<i>\$.10 per copy</i>
FAX – incoming	First 5 pages, no charge
– outgoing	First 5 pages, no charge
Pads, pencils, easels, and markers - included in rental fee packages	

PLI New York Center Audio Visual Production

Video Production – Call to discuss

Video Conferencing – Call to discuss

Renter would be responsible for locating and securing all other videoconference sites. Additional A/V technicians may be required depending on the services required.

Webcasting – Call to discuss

PLI will provide a Real and/or Windows Media feed to your webcast mounting point (distribution service provider). The renter is responsible for providing the distribution service, plus all required URL's and ports to feed the program to the server. The renter is also responsible for providing all Help and Troubleshooting services that may be required by the webcast audience.

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