



Welcome to the **&Conference**

ACCESS

Once you have downloaded the **Aspen App** and clicked "request membership", your office tenant contact will need to approve your access to the App. Once approved, you will be able to create your login and will be required to complete the **Aspen Club Master Waiver** registration form. Upon completion you will receive access to all amenities in the Aspen portfolio.

You will find the Aspen App in the App Store or Google Play Store.

Once you have completed the above steps, access to The Ampersand amenities will be granted to you through our **Mobile Door Access (MDA)** system. Each amenity is equipped with a state-of-the-art Kisi reader, that uses Bluetooth, NFC and Location services to verify your identity and grant access upon use. Please go to the home page on the App, click "Door Access" and touch the back of your phone to the MDA reader and the door will unlock for you. For security and monitoring purposes we kindly ask that you scan your phone each time you enter one of the facilities, even if someone has held the door open for you.

iPhone users – the NFC functionality of apple products is directly linked with "Apple Wallet" you may notice the wallet popup when scanning, this is an issue we are aware of, and are unable to fix. If you have "express mode" enabled under door access, and your phone is nearby, you can simply swipe your hand or other solid object in front of the reader, without having to present the device.

BOOKING

To use the Conference Center rooms, you must have a booking in the Aspen App. Please have your Office Administrator complete and manage all bookings, to accurately track your own usage. Aspen Properties takes no responsibility for missed bookings or misused credits. For additional booking assistance, contact abraun@aspenproperties.ca

Building amenities are private facilities for the exclusive use of Aspen Properties tenants. For liability and safety reasons, spouses, children, or friends may not book or use these facilities. Tenants may book meetings up to 4 months in advance via the web App, and 2 months via the mobile App. All bookings are on a first come first served basis.

The pre-function areas located outside of the meeting rooms and within the Conference Center, are always open to tenants for use and cannot be booked. Should you book the entire conference center for your company, tenants of the building are still allowed to walk through these common areas. Please do not post any signage on the doors of the Conference Center regarding your event. Should you wish to put up any signage in the building, it must be approved first by Property Management.

ASPENPROPERTIES.CA

1300, 112 4 Avenue SW, Calgary, Alberta, T2P 0H3



HOURS

&Conference is open for meeting room bookings 24/7 every day of the week.

Please note that cleaning of the &Conference will be completed each evening from Monday to Friday. Conference Room doors will be locked on the weekends. Please check in with Security at the main floor concierge desk to have the room unlocked for your meeting should it fall on Saturday or Sunday. Please note the HVAC hours for the Conference Centre below.

HVAC Hours

Monday – Friday: 6:00 a.m. – 8:00 p.m.

Saturdays & Sundays: 9:00 a.m. – 4:00 p.m.

Statutory Holidays: OFF

Should you require extra HVAC on the weekend, please contact Aimsley Braun by the Thursday prior to the weekend by no later than 4:30 pm to make arrangements.

AV Assistance Hours

Should you require Audio Visual assistance, Aimsley is available Monday to Friday from 8 am – 4:30 pm to assist with setup. Please note there is no AV assistance on weekends. Please arrange an AV walkthrough with Aimsley Braun prior to the weekend to ensure you know how to operate the Conference Center systems.

PRIVATE EVENTS

&Conference is open for Private Function bookings from 7:00am – 11:00pm any day of the week.

Tenants may book events in the Conference Center up to 4 months in advance.

Should you wish to host an event in our Conference Center, please reach out to Aimsley Braun for further information.



&CONFERENCE ROOM DESCRIPTIONS

MAIN RECEPTION

Located just inside the main entrance to &Conference is a lounge area with soft seating and a small galley kitchen with a sink, refrigerator, Vivreau water tap (cold, hot and sparkling water), to allow for a quick break before getting back to work or heading home. This area is an excellent prep area for any catering for your event.

CONFERENCE ROOM A

This room comes equipped with one 133" screens with 2 LCD projectors, a multitude of audio and video capabilities. Conference call equipment, Lapel microphones and handheld microphones are available upon request. Conference Room A has a maximum capacity of 160 persons, if arranged in theatre style.

There is the ability for external AV companies to connect to our in-house audio and video system with the necessary control.

An operable wall will separate Conference Room A and Conference Room B. The 2 rooms can be combined for a total capacity of 230 in a theatre style seating arrangement. If you require the wall to be moved, contact PM.

CONFERENCE ROOM B

This room comes equipped with one 133" screen with LCD projector, and a multitude of audio and video capabilities. Conference call equipment. Lapel microphones and handheld microphones are available upon request. Conference Room B has a maximum capacity of 60 persons, if arranged in theatre style.

An operable can be extended to separate Conference Room A and Conference Room B. Alternatively, the 2 rooms can be combined for a total capacity of 230 in a theatre style seating arrangement.

CONFERENCE ROOMS C & D

This combined room comes equipped with two 4K 65" TV's, and a multitude of audio and video capabilities. Conference call equipment, Lapel microphones and handheld microphones are available on request.

An operable wall can be extended to separate Conference Room C and Conference Room D. Alternatively, the 2 rooms can be combined for a total capacity of 40 in a theatre style seating arrangement or have a capacity of 20 if booked separately.



C & D PRE-FUNCTION AREA

Located just outside of Conference Rooms C and D is a pre-function lounge area with soft seating and a counter area with a Vivreau Water tap (cold, hot and sparkling water). This is a flexible area for setting up catering or to take a break from a meeting. This area is not privately bookable, but is available on a first come, first served basis, with priority given to groups with a room booked.

CONFERENCE ROOM E

This room comes equipped with one 120" screen with a 4K LCD projector, and a multitude of audio and video capabilities. Conference call equipment, Lapel microphones and handheld microphones are available on request.

Capacity for this room is 40 people and is set up as a permanent configuration. The room is built on 3 tiers with fixed work surfaces. Each station has an electrical supply for individual computer plug ins.

MEETING PODS 1 & 2

These rooms are set up boardroom style with room for a maximum of 8 people around a 40" screen with HDMI capability overlooking the main plaza.



ADDITIONAL AV - AVAILABLE BY REQUEST

Television Cart, Flipcharts, External AV Company access, Wireless Internet, Dedicated data connections. Please contact Aimsley Braun to arrange for these items.

FURNITURE SET UP / TAKE DOWN

If you have specific furniture layout or AV requirements for your meeting, please contact abraun@aspenproperties.ca or **587.323.6228**. All furniture set up and take down is charged at \$25.00 per hour (+ GST and a 15% administration fee) and will be invoiced to you after your event. Should you need any help setting up the AV equipment the day of your meeting or would like to schedule a test run of the equipment in advance of your meeting, please contact Aimsley.

Please note that if your event is directly following another, we may not be able to complete a furniture setup prior to the commencement of your event. In this instance, you will need to accept the setup as is or make any required changes yourself.

&CONFERENCE KITCHEN

If you want to serve non-alcoholic beverages during your meeting, the kitchen is fully stocked with some mugs and water glasses, as well as two dishwashers for used glasses. Please place all used dishes inside washer after your meeting. The kitchen includes a complimentary Keurig machine; although, you must supply your own pods should you wish to use it. The kitchen includes a large fridge with a freezer, that is stocked with ice. Should you wish to serve alcoholic beverages during your function, you will need to provide a Liquor License for the duration of your booking. All bookings involving liquor service require written approval from Aspen Property Management and a liquor license to be obtained by the tenant.

SAFETY & EMERGENCY PROCEDURES

In the case of severe injury or medical emergency, phone 911 immediately and notify our 24 hour Security team at 403.781.8500. Fire Evacuation routes are found posted on the entrances to &Conference. Should evacuation be required, an alarm will sound and an announcement will be heard over the speaker system. One Fire exit stairwell can be found on the east wing of the Conference Center, in the same hallway as the barrier free washroom. The second Fire exit stairwell is located on the west wing of the Conference center, near the male and female washroom. If you take either of these stairwells to ground level, you can exit the building and continue outside to the Muster Point, as per usual.



&CONFERENCE POLICIES

- **Requesting reservations on short notice** – Short notice bookings are subject to availability, and custom setup may not be possible. Call Aimsley Braun for further assistance.
- **Changes to a reservation** – Any changes to a booking (i.e. number of guests attending, room setup, start time, etc.) needs to be provided ASAP. We will make all reasonable effort to accommodate your request, but they are not guaranteed.
- **Cancellation Policy** – Cancellations need to be completed on the Aspen App at least 24 hours prior to your booking date; otherwise, credits will be deducted from your account.
*Please note that changing or switching of the booking date will qualify as a cancellation.
- **Damages to the &Conference** – The Ampersand tenants using the &Conference are responsible for any damage incurred during their function and costs may apply. This includes any damages to Audio/Visual equipment, furniture or other equipment located therein. All costs will be billed back to the tenant.
- **Respect for Members** – Please show respect for others by refraining from using foul language or shouting while you are using &Conference.
- **Sanitizers** – Sanitizer is located be placed in each room as well as on stands throughout the common area of the Centre.
- **Cooking** – There is no cooking allowed anywhere in the Conference Centre, as the area is not equipped with exhaust fans and can be a fire hazard. Keeping food warm on an electric hot plate on in a crock pot is acceptable.



ROOM SET-UPS & CAPACITIES

Rooms	Theatre Setup – Chairs Only	Classroom - 2 person per desk	U-Shape
Conference A	160	80	36
Conference B	60	32	24
Conference A & B	230	120	76
Conference C	20	12	8
Conference D	20	12	8
Conference C & D	40	24	16
Conference E	N/A	40	N/A
Meeting Pod 1	N/A	N/A	8
Meeting Pod 2	N/A	N/A	8

MANAGEMENT

&Conference is managed and operated by Aspen Property Management. Any questions about the facility or bookings can be directed to Aimsley Braun at **587.323.6228** or abraun@aspenproperties.ca