

**ARIZONA
JUDICIAL EDUCATION CENTER (JEC)**

Meeting Planning Guide



Arizona Supreme Court
Administrative Office of the Courts
Education Services Division

March 2010



TABLE OF CONTENTS

AVAILABLE MEETING/TRAINING ROOMS	2
TRAINING CENTER LAYOUT.....	3
SEATING ARRANGEMENT DIAGRAMS.....	4
RESERVING TRAINING SPACE.....	5
AVAILABLE AUDIO/VISUAL EQUIPMENT.....	6
RESERVING AUDIO/VISUAL EQUIPMENT.....	6
MAKING CATERING ARRANGEMENTS	8
ON-SITE SERVICES	8
PARKING.....	9
OVERNIGHT LODGING	9
RESPONSIBILITIES OF MEETING COORDINATOR	10
Providing participants with needed information	10
Serving as meeting coordinator.....	10
Meeting the needs of participants	12
Finishing up.....	12
MAP TO SITE (including parking and lodging options).....	13
MEETING COORDINATOR CHECKLIST	14
FREQUENTLY ASKED QUESTIONS.....	16

Introduction

The Arizona Supreme Court established a Judicial Education Center (JEC) at the ASU Downtown Mercado Center in 2001 to serve the training needs of the Arizona Judicial Branch. The Arizona Supreme Court Administrative Office of the Courts (AOC) Education Services Division, housed at the JEC, conducts several training programs for Judges, Probation Officers and other Court staff throughout the year. The JEC also hosts internal Court meetings as well as educational events and programs of partnering community organizations. This guide was created to provide both Court staff and visiting organizations a tool for planning events that take place at the Judicial Education Center.

AVAILABLE MEETING/TRAINING ROOMS

The meeting/training rooms available at the JEC are the Copper, Gold, Silver, Turquoise and Glass rooms. The Judicial Education Center (JEC) is located at the ASU Downtown Center at 541 E. Van Buren, Suite B-4 in Phoenix, Arizona 85004. Only court-sponsored or hosted programs and meetings may be held at the Judicial Education Center.

The four training rooms are available for use individually or combined into any combination of larger space. This space has the versatility to accommodate large or small events. It is necessary to reserve one or more rooms depending on the amount of space needed. Instructions for making reservations are included in this booklet.

There are room dividers between each of the rooms that can be closed or opened manually. Items may not be hung on the room divider. Each training room has two entrances. In addition, the Silver and Turquoise rooms have exits to the patio.

Dimensions: The Copper, Gold and Silver Rooms are 30' x 26' and the Turquoise Room is 30' x 27'. Together, the rooms make up a training space of approximately 3,200 sq/ft.

Features:

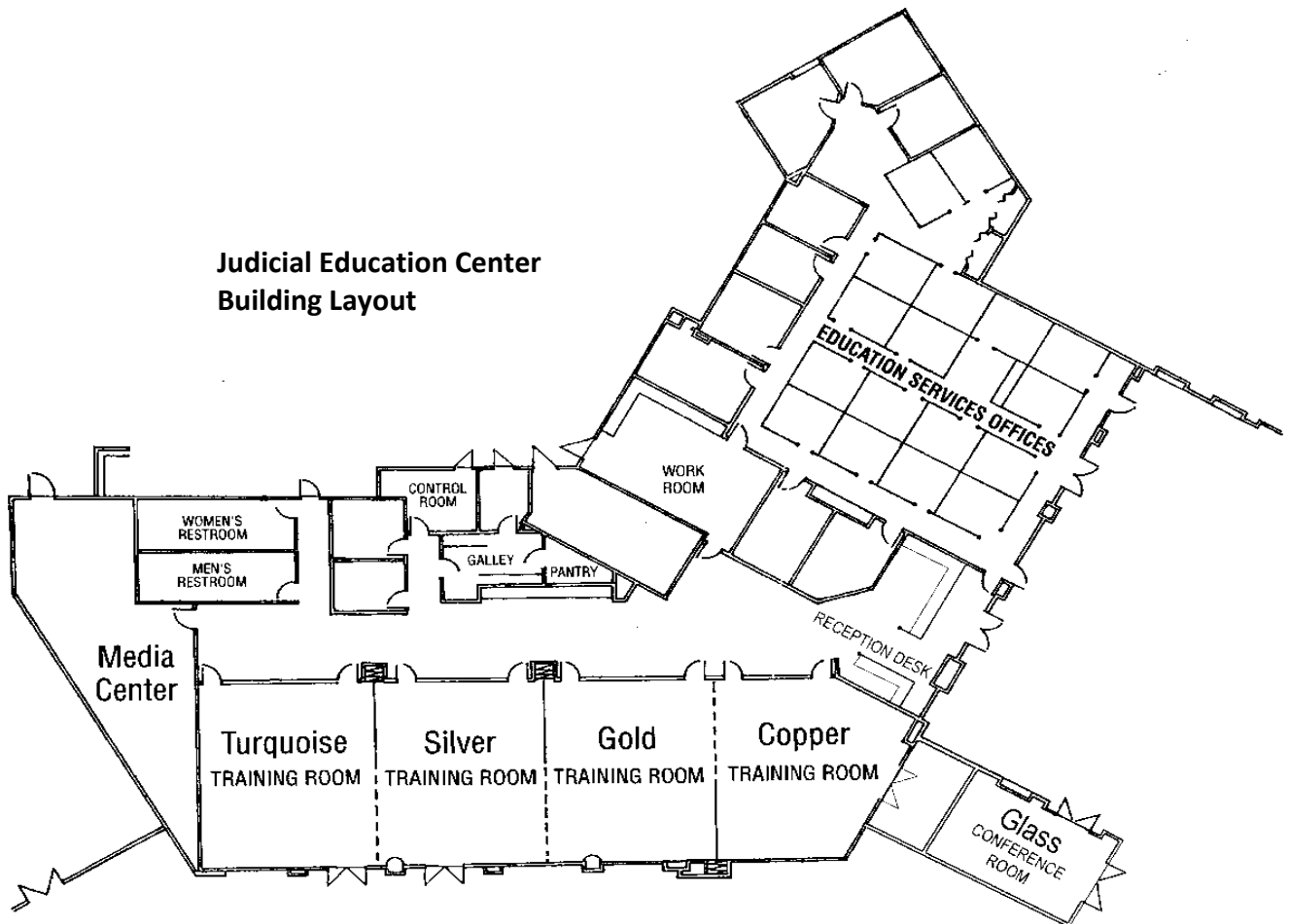
- Whiteboard
- Audio System (wireless microphones, conference telephone, video conferencing)
- Video displays and ceiling-mounted LCD projectors
- Dedicated Voice or Data lines
- Satellite Downlink Connection
- Signage
- Wi-Fi wireless internet (ASU public access and AOC network)

Seating Capacity: There are a number of possible seating arrangements that can be used in the Judicial Education Center training rooms. When choosing one, check the capacity listed below to be sure you can accommodate the number of participants you anticipate. You can request that on-site staff set up the room by completing the necessary request form on Outlook at least five days prior to your program.

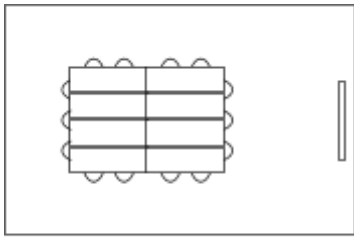
Room Capacity Chart

	1 Room	2 Rooms	3 Rooms	4 Rooms	
Theatre	48	120	164	164	Max
	40	100	164	164	Comfortable
U-Shape	22	50	n/a	n/a	Max
	16	36	n/a	n/a	Comfortable
Conference/Hollow Square	34	60	n/a	n/a	Max
	24	44	n/a	n/a	Comfortable
Classroom	40	80	120	160	Max
	24	48	72	96	Comfortable
Union	30	60	90	120	Max
	25	50	75	100	Comfortable
Rounds	30	60	90	120	Max
	25	50	75	100	Comfortable
Chevron	30	60	90	120	Max
	24	48	72	96	Comfortable

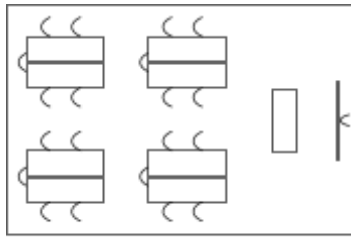
Judicial Education Center Building Layout



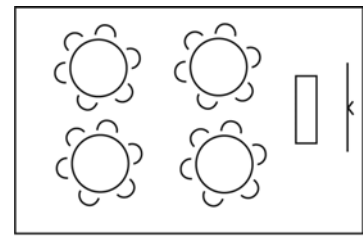
Seating Arrangement Diagrams



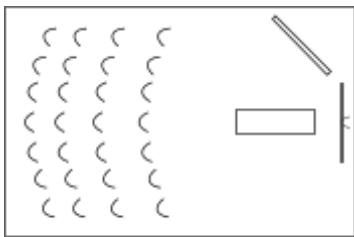
Conference Style



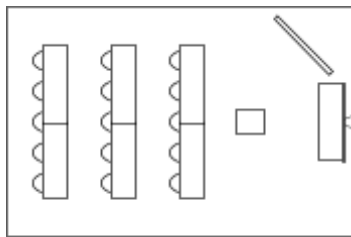
Union Style



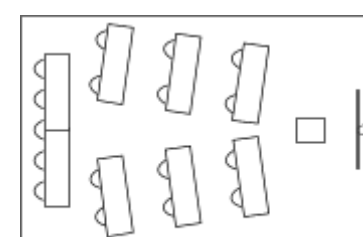
Rounds



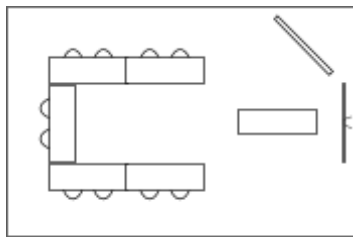
Theater Style



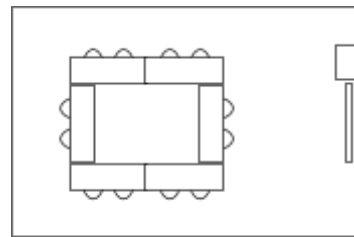
Classroom Style



Classroom Chevron



Open "U" Style



Hollow Square Style

NOTE: These diagrams are not drawn to scale and do not reflect the actual number of individuals who can be seated. These diagrams are to provide an idea of what styles of seating arrangements are possible.

RESERVING TRAINING SPACE

Meeting room space at the Judicial Education Center must be reserved through the Education Services Division. All court staff may determine availability by viewing the Outlook calendar for each room. Staff should reserve the room, reserve audio/visual equipment, and complete the room set-up form to ensure meeting space is set to specifications at the time of the program. To reserve training/meeting space you must do three things: 1) Determine if space is available and reserve the space, 2) Fill out a room set-up request, and 3) Reserve audio visual equipment.

Determine if Training/Meeting Space is Available:

1. Go to INBOX. Click on the INBOX drop down arrow.
2. Go to Public Folders and click the + sign.
3. Go to All Public Folders and click on the + sign.
4. Go to Conference Room Calendars and click on the + sign.
5. Go to Judicial Education Center and click on the + sign.
6. Check availability for each of the rooms. The rooms are in alphabetical order, the same order they are in the building. If you need two rooms for your event you will want the Copper and Gold rooms, or the Silver and Turquoise room.

Reserve Training/Meeting Space:

1. If the room(s) you want is available contact the Education Services Division at (602) 452-3060 to reserve a room(s).
2. Provide the title of meeting, date(s), time, name of room(s) desired, and name of meeting coordinator.
3. The room(s) will be reserved by setting up a meeting on the calendar for the reserved space and the meeting coordinator. (NOTE: Depending on other events scheduled you may be able to set up your materials the afternoon before your event. When you book your room, ask if the room is available earlier. Setup will be available **after** 3:00 p.m. the day before the event depending on availability and other scheduled events. If your plans change please notify Education Services immediately so the room can be made available to others.
4. Two days prior to the meeting, a reminder will be sent to the meeting coordinator about the room reservation. If you no longer need the room(s), please notify Education Services immediately to cancel the reservation, as others may be on a waiting list for the room.

Request Training/Meeting Space Setup:

1. Go to INBOX. Click on the INBOX drop down arrow.
2. Go to Public Folders and click the + sign.
3. Go to All Public Folders and click on the + sign.
4. Double click on Facilities-JEC.
5. Click on Actions on the tool bar and select New Room Set Up JEC.
6. Fill out all 3 tabs: Meeting, Set Up Information, Beverages. Any special instructions go in the comment field of the Setup Information Tab.
7. Click on the Post button.
8. Four days before the meeting, a reminder will be sent to the contact person about the room set-up request. If your requirements have changed, or you no longer need the set-up, update or delete your request. You can use the Send Change Notice button on your set up request to update the request. Please contact the Education Services Division at (602) 452-3060 if making changes later than 48 hours before the event.

AVAILABLE EQUIPMENT

Equipment must be reserved separately. AOC staff may reserve equipment in Outlook as outlined below. All equipment for use in the Judicial Education Center and for off-site locations is to be checked out through the Media Center at the Judicial Education Center. Equipment located in the State Courts Building is for use in that building only.

Available Equipment Includes:

- Overhead projectors
- Slide projectors
- Whiteboards (4)
- Corkboard
- Laptops (10)*
- Video/LCD projectors
- Option Finder System*
- Screens Flipcharts & markers*
- TV & VCR monitors*
- PA System*
- Video cameras*
- Lectern*

* May be checked out for use outside the JEC

The individual reserving and checking out equipment should contact on-site staff for assistance with set up and operation.

RESERVING AUDIO/VISUAL EQUIPMENT

Some equipment requires training prior to use. This is noted on the equipment reservation listing. Schedule training time with the Audio Visual/Maintenance Specialist (602) 452-3022 in advance of the date of your event. **YOU SHOULD RECEIVE TRAINING AT LEAST THREE WORKING DAYS PRIOR TO YOUR INTENDED USE OF EQUIPMENT.**

To Reserve Equipment

1. Go to Public Folders and click the + sign.
2. Go to All Public Folders and click the + sign.
3. Double click on Media Center-JEC (use Media Center-SCB for meetings in State Courts Building).
4. The default view is a list of equipment name with new highlighted where all the inventory is grouped in alphabetically by equipment name. This view lists equipment reservation records by checkout date to make it easier to be sure you don't reserve a piece of equipment over someone else's reservation.
5. If you did not default to this view, go to View on the tool bar and select Current View. Select A list of equipment name with new highlighted.

To Create a Reservation

1. Find the equipment you wish to reserve.

2. For each item, click the plus (+) sign to see the equipment item record (shown in blue) and prior item reservations. Ignore the bold and read/unread information. It's bolded if you haven't read it. New reservations are shown in red so staff can verify that double booking has not occurred.
3. Look at any checkout records that may be listed beneath the item. Check to be sure the item isn't already reserved for the time you want it. **Look at both pickup and return dates.**
4. Double-click on the equipment item record you want to reserve (shown in blue).
5. Review the information displayed about the item to be sure it's what you want. Note any ALERT information.
6. Click on the button labeled CHECK OUT in the upper left hand corner and the Equipment Checkout Form will display. (Note the defaults that are displayed: Your name, today's date for the checkout date and on-site use.)
7. To change the CHECKED OUT BY, click on the CHECKED OUT BY button/label on the form and the Outlook email user list will display (like clicking "To..." on an email). Select (highlight) the person from the list and click OK. If you click the CHECKED OUT BY button and nothing happens, look in your Windows 95 task bar (the one usually on the bottom of your screen) for a button labeled "Checked..." and highlight it to get the screen.
8. Please include your division and phone extension.
9. Enter the DATE and the TIME you will check out the equipment.
10. Enter the DATE and the TIME you will return the equipment. (This field will default to 8:00 a.m.)
11. Indicate whether it will be used off site (outside of the Judicial Education Center) by clicking that button. Indicate the PLACE the item will be by selecting a conference room or typing in a location (e.g. Arizona Courts Building, Mesa Hilton, a person's office, etc.)
13. Click "Post" (in the tool bar on the far left side) to save your reservation.
14. Equipment checked out from the JEC must be picked up and returned there. There is a loading zone at the back door of the Media Center. The loading zone is located on the north side of the building facing Van Buren. If the Media Center door is not open and no one answers, please come around to the main entrance on the south side and staff will assist you. You can also park temporarily in the parking spot on the east side of the building, or park on the street at a meter. Staff can assist you in getting equipment to your car. There is an additional loading zone on the northeast corner of Monroe and 5th Street. Use only loading zones marked Passenger, to avoid receiving a ticket.
15. Reserved equipment is not to be left unattended in the meeting/training rooms after normal working hours or over the weekend. If equipment is to be used during these times, arrangements should be made to have it in a secure, locked location until the time of use and time of return to the Media Center.

MAKING CATERING ARRANGEMENTS

If you choose to have an outside vendor provide meals, the arrangements need to be made ahead of the planned event and any required set up should be requested through the meeting set up form. Please remember to follow AOC Policy 3.03 for ordering and contracting meals for meetings and training sessions.

The galley at the Judicial Education Center contains a refrigerator, ice maker and microwave(s) for use by meeting planners preparing their own meals. When using the ice maker you must follow the directions posted on the machine in order to maintain sanitary conditions. Always use the ice scoop and never put cups or glassware into the ice. Food left in the refrigerator overnight should be labeled with your name and/or event. The refrigerator will be cleaned out at the end of the day each Friday - all food and unmarked containers will be discarded at that time. Please make arrangements with staff in advance if you have a weekend event that requires use of the refrigerator. A garbage disposal is located in the galley for discarding leftover or unwanted food items. Meeting coordinators should notify the Education Services Division staff if custodial service is needed over the weekend to remove trash with food in it.

For functions sponsored by the Supreme Court, ice, coffee, bottled water, canned soda and paper products are available. Please indicate your refreshment needs on your room set up request form.

If participants are to have lunch on their own, a list of restaurants in the area is available from Education Services for you to duplicate in appropriate numbers for distribution to participants, along with a copy of the Light Rail routes, DASH (Downtown Area Shuttle) map and schedule.

ON-SITE SERVICES

Duplication: A copy machine is available in the Judicial Education Center workroom for limited duplication jobs.

Storage: The workroom is available to store materials or use in program preparation. If more than one program is taking place, meeting planners need to work together to allocate space.

Fax: A fax machine is located in the small workroom for use by program planners. The fax number is (602) 452-3004.

Phones: Phones are available in the lobby for local calls.

Reception: There are two desks at the front, staffed by either the Education Services Division receptionist, or a back-up receptionist. This area can serve as registration/sign-in for your participants, and is the place most facilities questions should be addressed. The phone number at the reception station is (602) 452-3060.

PARKING

Parking at the Judicial Education Center is limited to paid parking at one of the many City of Phoenix parking garages, or on the street at meters. Participants staying overnight at a downtown hotel are usually just a short walk away from the training center, so it is recommended to leave vehicles parked at the hotel. A map of area parking garages is located in this booklet.

Visitors to Judicial Education Center who park at the Heritage Garage, located on the southeast corner of Monroe and 5th Street, directly across the street from the ASU Downtown Center, must pay the market rate (check with Ed Services for the current rate). Parking may be validated for the Heritage Garage for certain Court business and trainings. Please make arrangements with Education Services prior to your event if you wish to provide parking validation for your meeting participants. It is suggested you budget at least \$12 per person for full-day parking.

Handicapped parking is available in the Heritage Parking Garage at discount rates. Please notify the Education Services Division staff in advance of a program if you or a participant need assistance or special parking accommodations.

Additional parking at the current market rate is available in the Arizona Center parking garage, located just north of Van Buren on 5th street.

If validation is available for the meeting, please remind participants to get their parking validated by the meeting coordinator prior to leaving the JEC.

OVERNIGHT LODGING

There are several overnight lodging options in downtown Phoenix, with new hotels opening every year. From time to time, the Administrative Office of the Courts makes arrangements with downtown hotels to offer special lodging rates below the standard government rate for Judicial Education Center visitors. It is recommended that meeting planners contact Education Services Division staff at least two months prior to a planned program date to get the most current list of overnight lodging options.

In addition, meeting planners should be aware that large national conventions are frequently hosted in downtown. This can severely limit, and at times completely sell-out, hotel rooms in the downtown area. With this in mind, planning for overnight lodging far in advance and securing a block of rooms at a single hotel is recommended. Education services staff is available to advise meeting planners on the process for securing a room block at nearby hotels.

RESPONSIBILITIES OF THE MEETING COORDINATOR

PROVIDING PARTICIPANTS WITH NEEDED INFORMATION

Prior to the event, participants need to be informed about parking, building security and meeting room location.

Parking: A map showing parking locations and rate information is located in this booklet. Print a copy and have it duplicated and distributed to participants prior to their arrival.

Building Security: Doors to various areas of the Judicial Education Center are equipped with security access readers, and although access to the training rooms will be easy, access to other parts of the center may require a member of staff to escort them through the security access doors. In addition, emergency evacuation instructions are posted throughout the JEC. Meeting planners should take a moment to review the emergency evacuation instructions and acquaint meeting participants with the nearest exits and assembly points. In the event of an emergency evacuation, the meeting planner should take program sign-in sheets to ensure that all participants can be accounted for at the assembly area.

Center Location: Inform participants that the training center is located in Building B of the ASU Downtown Center - located on the southeast corner of 5th street and Van Buren. The address of building B is 541 E. Van Buren (See enclosed map for more directional details).

SERVING AS MEETING COORDINATOR

Arrive at least 30 - 45 minutes prior to the scheduled start time of the event in order to complete the following. Education Services staff will be available from 7:00 am on. If you need access earlier please call (602) 452-3060 in advance to make arrangements.

- Meet with on-site staff to assure room set up is appropriate, any ordered drinks are prepared, and reserved AV equipment is set up.
- Make coffee.
- Insert 8/12 x 11 landscape signs with meeting name in sign holders outside room(s).
- Test all AV equipment and ensure proper operation
- Distribute materials. Handouts should be duplicated and ready for distribution prior to the event. Pads, pencils and name tags should be purchased or otherwise obtained prior to the scheduled event.
- Assist faculty or chair of the meeting with final preparations.
- Welcome guests and direct them to the appropriate room(s). Most participants will arrive 10 to 15 minutes prior to your scheduled start time. Plan to have set up complete before they arrive.
- Provide an announcement at beginning of the event that includes the following:
 - Bathrooms are located outside of training rooms in lobby and across the courtyard in ASU building C on each floor.
 - Phones for the use of participants are located in the main lobby. These phones are for local calls only

and will not accept incoming calls.

- A vending machine is located outside the training rooms by the galley. Additional vending machines are located in the ASU building C.
- Times designated for breaks and lunch.
- This is a no smoking building. Individuals are asked to step outside and away from the entrance doors to smoke.
- Trash should be deposited in trash cans and aluminum cans deposited in recycle cans.
- The planner of the event is responsible for answering participants' questions, ordering lunch (if appropriate), duplicating materials and assisting participants with problems. Contact Education Services staff if you need information. If you need assistance while in the training rooms, contact the AV/Maintenance Technician or Judicial Education Center Assistant at front desk. A list of contact numbers is posted by each training room phone.
- Depending on other events scheduled, you may be able to set up your meeting the afternoon before your event. When you book your room, ask if the room is available earlier. Set up will be available after 3:00 p.m. the day before the event depending on room availability.
- When planning your meeting agenda allow time to open or close the air walls between rooms if you are doing break out sessions. Approximately 15 minutes is need to open or close the air walls, with an additional 10 minutes needed to do any set up changes or to set up audiovisual equipment.
- If faculty needs copies of handouts, use the small workroom. If faculty needs to work on presentations using PowerPoint, ask the receptionist at the front desk.
- According to ARS 13-3102, weapons are not allowed in the building. Upon entry into the Judicial Education Center, persons carrying firearms are required to store their weapons at the reception desk. Two lockable gun safes are provided for secure storage of firearms.

MEETING THE NEEDS OF PARTICIPANTS

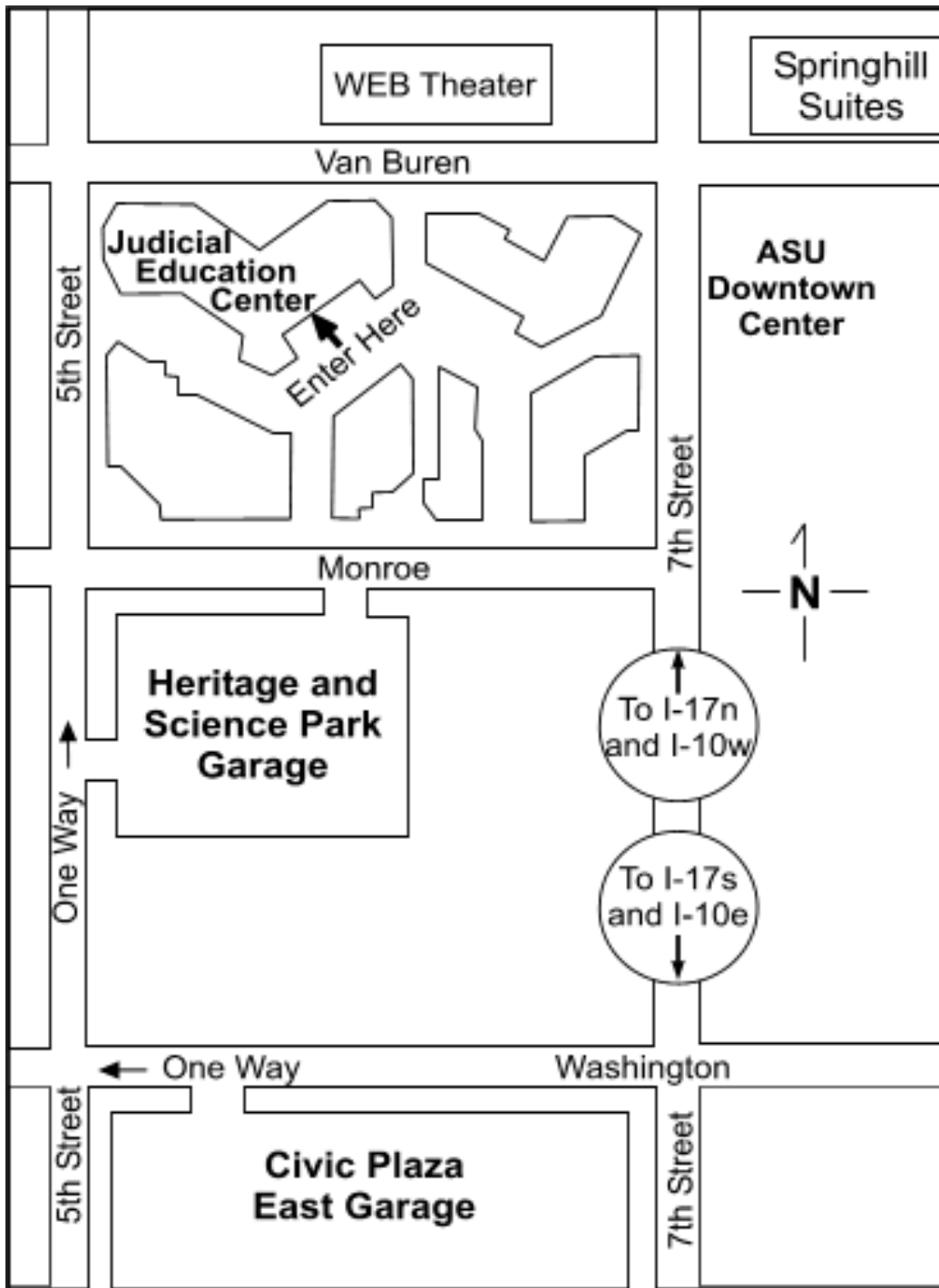
About 15 minutes before scheduled breaks, check break supplies. If necessary, consult with site staff to arrange for more ice or beverages. Make coffee if necessary.

FINISHING UP

Assure that the room(s), workroom, reception and break areas are left neat and orderly. Someone else may be using the room immediately after your event.

- Remove any extra materials from the room(s). Remove and throw away any cups, napkins, leftover handouts, and used and unwanted flip chart pages.
- Return any reserved equipment to the Media Center and check in with site staff what you are returning - this includes extension cords, power cords, and cable connectors.
- Return any other equipment or supplies you borrowed for the event.
- Remove food from refrigerator, cabinets and counter. Do not leave any food at JEC when your program is complete. Take or discard all leftovers.
- Clean out coffee pots.
- Custodial Services are provided Sunday morning and Monday-Thursday evenings. If you have a program Friday or Sunday please coordinate with site staff to arrange for disposal of garbage with food in it and cleaning of the galley. Note that Custodial staff have been instructed to clean the tops of tables inside the training rooms, so the meeting coordinator should make sure tables are free of cups and other waste and wipe down the tables if necessary before leaving the JEC.

Map to Site
(Including Parking and Lodging Options)



MEETING COORDINATOR CHECKLIST

BEFORE THE MEETING

- _____ Contact the Education Services Division (602) 452-3060 to reserve space.
- _____ Complete room set up request
- _____ Reserve audiovisual equipment
- _____ Make catering arrangements for lunch if needed
- _____ Send participants map to building and parking
- _____ Make hotel arrangements if necessary
- _____ Make 8.5" x 11" landscape signs for sign holders with meeting name
- _____ Gather pens, pads and other materials needed for the meeting

DAY OF THE MEETING

- _____ Arrive 30-45 minutes early
- _____ Have Heritage Square Garage parking validations available for participants if available
- _____ Check room and AV equipment set up and beverage services if requested
- _____ Make coffee
- _____ Test AV equipment
- _____ Insert meeting signs in holders outside room(s)
- _____ Set up name tags, sign in sheets and other materials at reception station, in room or in foyer.

AFTER THE MEETING

IN ROOM:

- _____ Take or discard leftover materials, handouts and flip chart pages
- _____ Discard used napkins, plates, cups and other trash
- _____ Return AV equipment to Media Center or another Education Services staff member
- _____ Return any other borrowed supplies or equipment

IN GALLEY:

- _____ Take or discard all leftover food in refrigerator, cabinets or on counter
- _____ Clean out coffee pot(s)
- _____ Wash any dishes or utensils used, and put away. Run dishwasher if necessary.

IN WORKROOM:

- _____ Take or discard any leftover materials

AT RECEPTIONIST STATION:

- _____ Take or discard any leftover materials

OTHER:

- _____ Notify AV/Maintenance Technician or another Education Services staff member of any problems you experiences and any special cleaning needs, such as carpet or furniture stains

JUDICIAL EDUCATION CENTER Frequently Asked Questions

Where is the Judicial Education Center located?

The JEC is located at the ASU Downtown Center 541 E. Van Buren, Suite B-4

What type of meeting space is available?

Four meeting rooms are available that can be used in any combination of space (see attached floor space plan). The dimensions for the Turquoise Room are 30' x 27'. The dimensions for the Copper, Gold and Silver Rooms are 30' x 26.

What are the room setup options for each room and procedures for getting it set up?

Setup options and procedures are the same as are currently available at the State Courts Building. See Table of Contents for location of detailed information on arranging for room set-up.

Does Education Services have priority use of the training center space or is it first come, first serve?

Meeting room space at the Judicial Education Center must be reserved through the Education Services Division. Education Services programs will be booked first, and then the calendar will be available for other programs up to 12 months out.

Will Education Services be able to bump reservations made by other Divisions?

No. As with the State Courts Building rooms, if a program needs to be scheduled and the rooms have already been reserved by someone else, contact will be made to verify the continued need for the reservation and to see if one of the programs can be moved to a different date or location. Education Services will reserve space 2-3 years in advance before opening up the calendar to others in order to reduce potential conflicts.

Is there a cost to Supreme Court or AOC users of the Judicial Education Center?

No. The only expenses incurred by AOC and Supreme Court users will be catering and beverage service, and parking if being reimbursed by the program planner. There is no charge to court users for the use of the training rooms.

How do we reserve space?

All staff may view the Outlook calendars for these meeting rooms to determine availability. Only Education Services staff may reserve training/meeting space. Space may be reserved no more than 12 months in advance. See Table of Contents for location of detailed information on reserving the training rooms.

What needs to be considered with parking?

The Judicial Education Center has one short-term parking space for pickup/deliveries on the east side of the building. Additional short-term parking is also available in the loading zone off Van Buren and the loading zone on the northeast corner of Monroe and 5th Street. Limited handicapped parking is also available on site (recommended for faculty who need handicapped parking). Other parking for all visitors to the Judicial Education Center or the Education Services Division is limited to paid parking at one of the many City of Phoenix parking garages, or on the street at meters. See Table of Contents for location of detailed information about parking options and costs.

Is there signage available?

Yes, the Judicial Education Center name is posted on the doors of the building and in the ASU Downtown Center directory. Sign holders are mounted next to each meeting room. Meeting coordinators are encouraged to provide pre-printed signs noting the name and time of their meeting to post in these 8.5" x 11" landscape sign holders.

Do JEC users need to provide a staff person for front desk?

No, the Education Services Division will provide front desk staff. Users should have staff for the event who can assist participants with needs and questions.

Where is the Media Center located?

The media center is located at the Judicial Education Center. All equipment is checked out in Outlook. Users go to the JEC to pick up and return equipment. There is a folder in Public Folders to arrange for this equipment to be used at the State Courts Building. See Table of Contents for location of detailed information about equipment reservation and check out.

How are things transported to and from the JEC from the Supreme Court main building?

A member of the facilities division transports mail and other deliveries to the JEC at approximately 2:30 p.m. daily. A van is leased through motor pool for transport, and is also available for use by AOC employees to drive to the JEC for business related matters (equipment pickup, maintenance and service by ITD, etc.) subject to availability. There is no other regular pick up or delivery service to and from the JEC. Contact Facilities to use the van.

Does the JEC have a kitchen to use for breaks and meal service?

The JEC has a fully equipped galley, including refrigerator, microwaves (3), sink, disposal and ice maker. Storage is also available in the galley for food. Soft drinks, bottled water and coffee are available for set up.

Is there a copier available for use by meeting coordinators?

Yes, a copier is available in the JEC workroom for use by meeting coordinators. The workroom also provides a place for staff to store program and meeting materials during scheduled use of the Judicial Education Center.

Are phones available for participants?

Wall phones are available in the lobby for local calls. Staff needing to make long distance calls should see an Education Services Division staff member.

Is there on-site assistance for set up, audio/visual assistance, break service?

A member of the Education Services Division is assigned to staff the Center to assist with room and AV set up, AV needs and problems, and break service.

Will I be able to cater breaks and/or meals?

Yes. Catering of breaks and/or meals is the responsibility of the meeting coordinator. The meeting coordinator is responsible for contracting, ordering and delivery/receipt of all food. **Leftover food should be removed from the Judicial Education Center at the conclusion of each day's event.** If your program is held over several days, clearly label any food left in the galley or refrigerator.