

Arizona State University

Barrett & O'Connor Washington Center Event Guide

ASU Barrett & O'Connor Washington Center

1800 I Street, NW
Washington, DC 20006

Main: (202) 446-0380

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<https://washingtondc.asu.edu>





Welcome

On behalf of Arizona State University, welcome to the Barrett & O'Connor Washington Center. We are pleased you are considering hosting your program with us.

Located one block off of Farragut Square in downtown Washington, DC, this eight-story facility has been thoughtfully constructed to offer a variety of meeting, classroom and event spaces to accommodate large and small functions alike.

The following information has been compiled as a resource to help in your planning. Our staff will also gladly assist you with your planning needs. Please don't hesitate to ask.

Reserving the ASU Barrett & O'Connor Washington Center

Please consider the following questions when booking your function.

- What is the date and time you are seeking to host your function?
- How much time will you need for set-up and breakdown?
- How many people do you expect to attend?
- What type of function is it? (Standing reception, seated presentation, class, etc.)
- What audio-visual equipment will you need? The ASU Barrett & O'Connor Washington Center has many built-in audio-visual capabilities and staff members from the University Technology Office on-site to assist you.
- What food and beverage needs do you have? An abbreviated list of caterers is contained in this packet. We will also be happy to recommend local caterers based on your needs and budget.
- Who will be the on-site contact the day of the event?
- Who will be helping to arrange the event logistics in advance?

Requests for room reservations will soon be accepted online. In the meantime, please contact Roxanne Ladd at Roxanne.Ladd@asu.edu or (202) 446-0381 to check room availability and discuss your programmatic needs.

Average Catering Costs in Washington, DC

Continental breakfast - \$10 to \$13 pp ++

Hot buffet breakfast - \$15 to \$19 pp ++

Sandwich lunches or box lunches with appropriate sides/desserts - \$12 to \$16 pp ++

Hot lunch/dinner served buffet style with appropriate sides/desserts - \$16 to \$25 pp ++

NOTE: ++ indicates 10% DC sales tax and delivery fees/service charges. Service charges will vary by vendor up to 22%.

Food And Beverage

The below list represents a small sampling of catering options available near the Barrett & O'Connor Washington Center. Each was chosen based on quality, affordability and proximity (or their delivery policy).

Please let us know if you would like more options or have any specific needs/requests.

- **Corcoran Caterers** – corporate drop-off and full service catering; breakfast, lunch and dinner options. Also offers bartending services. Delivery only.
- **Pret A Manger** – healthful and organic breakfast and lunch catering options including salads and sandwiches. Located directly across from the Barrett & O'Connor Washington Center. Delivery available.
- **Corner Bakery** – breakfast and lunch including sandwiches and salads. Located a half block from the Barrett & O'Connor Washington Center. Delivery available.
- **Panera Bread** – breakfast, lunch and dinner options including sandwiches, salads and soups. Located one and a half blocks from the Barrett & O'Connor Washington Center. Delivery available.
- **MENUS Catering** – Corporate drop-off and full service catering; hot and cold breakfast, lunch and dinner options available. Delivery only.
- **Wicked Waffle** – offering breakfast and lunch items. Located half a block from the Barrett & O'Connor Washington Center. Delivery also available.

Capacity Chart

Room	Existing Set-up	Boardroom	Theater	Classroom	Rounds	Reception	Audio/Visual	Notes
First floor conference room	Boardroom	6	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Decision Theater	Classroom (four tables in a semi-circle)	N/A	20	12 (can add 6 additional chairs around perimeter)	N/A	N/A		See 'Decision Theater' on page 5
Second floor conference room	Boardroom	10 (can add 4 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Classroom 201	Classroom	12	18	12	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	- Two flat panel screens mounted to wall - Tables can be removed but are only powered when in classroom set-up
Classroom 211	Classroom	16	28	24	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	- Two flat panel screens mounted to wall - Tables can be removed but are only powered when in classroom set-up
Enclave 203	Round table – seats 4	N/A	N/A	N/A	N/A	N/A	N/A	
Enclave 203	Rectangular table – seats 4	N/A	N/A	N/A	N/A	N/A	- Video conference - PC with internet access - PowerPoint	One flat panel screen mounted on wall
Third floor conference room	Boardroom	10 (can add 6 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall

Capacity Chart (continued)

Room	Existing Set-up	Boardroom	Theater	Class-room	Rounds	Reception	Audio/Visual	Notes
Fourth floor conference room	Boardroom	8	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Sixth floor conference room	Boardroom	14 (can add 6 additional chairs around perimeter)	20	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	Two flat panel screens mounted to wall
Enclave 712	Rectangular table – seats 5	N/A	N/A	N/A	N/A	N/A	N/A	
Enclave 714	Rectangular table – seats 5	N/A	N/A	N/A	N/A	N/A	N/A	
Event Pavilion Eighth floor	N/A	20	60	50	64 (eight rounds of eights)	120	- Video conference - Video recording - Audio conference - PC with internet access - PowerPoint - 3 microphones (2 handheld, 1 lavalier)	- One screen mounted to wall - Will seat 28 in a hollow square - Podium

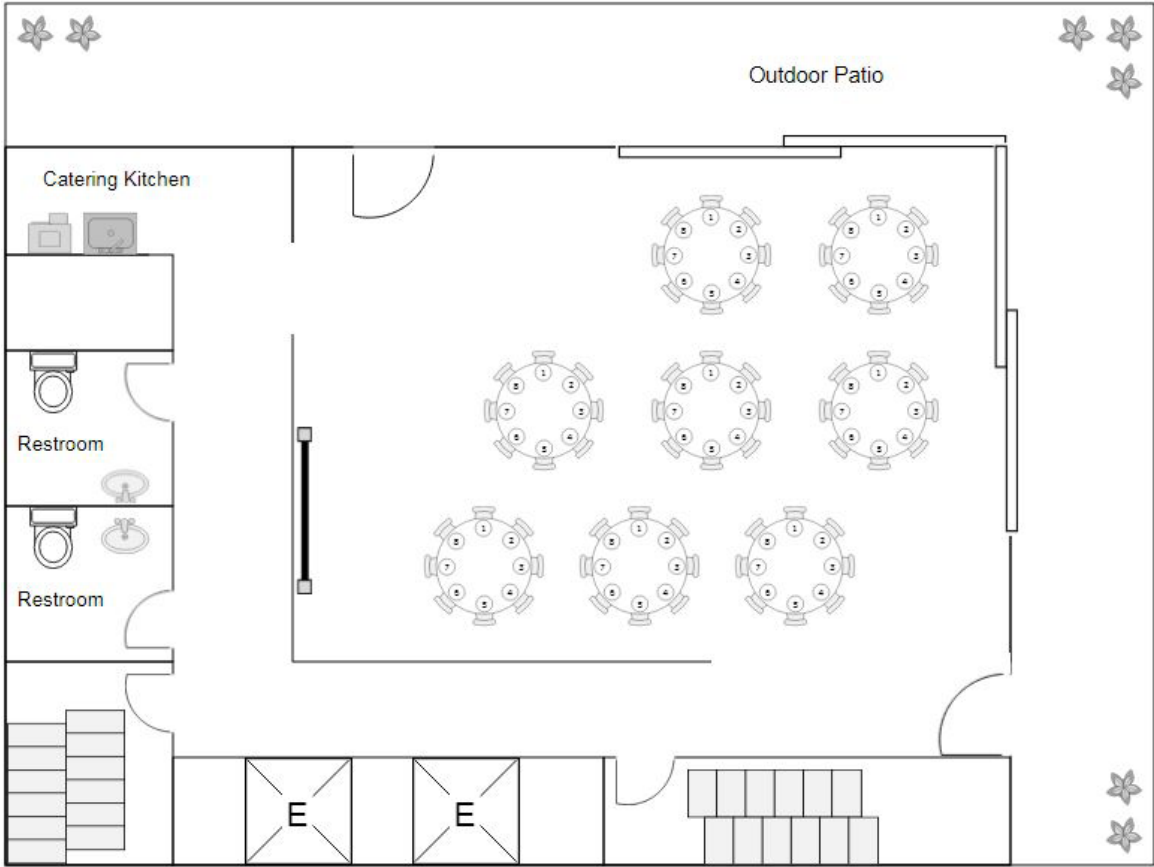
The Barrett & O'Connor Washington Center is pleased to offer complimentary Wi-Fi throughout the building.

Decision Theater

The Decision Theater uses state-of-the-art expertise in collaborative, computing and display technologies for data visualization, modeling and simulation. It is a powerful tool for helping subject-matter experts and policymakers simplify and visualize complex problems, in order to produce better solutions.

By creating interactive, collaborative models in an immersive, visually stimulating environment, the Decision Theater brings clarity to complex data and analysis. The goal is to display the dynamics of a problem, and the effects of various policy options, in a clear and compelling manner – thus helping experts develop and demonstrate the best approaches to addressing a given problem. More information about the Decision Theater is available at dt.asu.edu.

Event Pavilion - 8th Floor



The eighth floor Event Pavilion is the largest and most flexible space at the Barrett & O'Connor Washington Center. Flanked on two sides by an outdoor patio, retractable doors can be adjusted to create an indoor/outdoor reception space.

The Event Pavilion is fully audio-visual capable and includes a catering kitchen, moveable coat racks and two dedicated restrooms.

Traveling to the Barrett & O'Connor Washington Center

ASU Barrett & O'Connor Washington Center
1800 I Street, NW
Washington, DC 20006

Metro – The Washington Center is metro accessible via the Farragut West metro station – 18th Street exit (blue, orange and silver lines). Upon exiting the station, the facility will be on the corner behind you at 18th and I.

The Farragut North metro station is also in walking distance - approximately three blocks walk (red line).

Taxi – Cabs are readily available throughout Washington, DC and will be easy to access when departing the Washington Center.

Parking – Street parking is very limited. If you cannot find a metered spot, we suggest the following local parking garages:

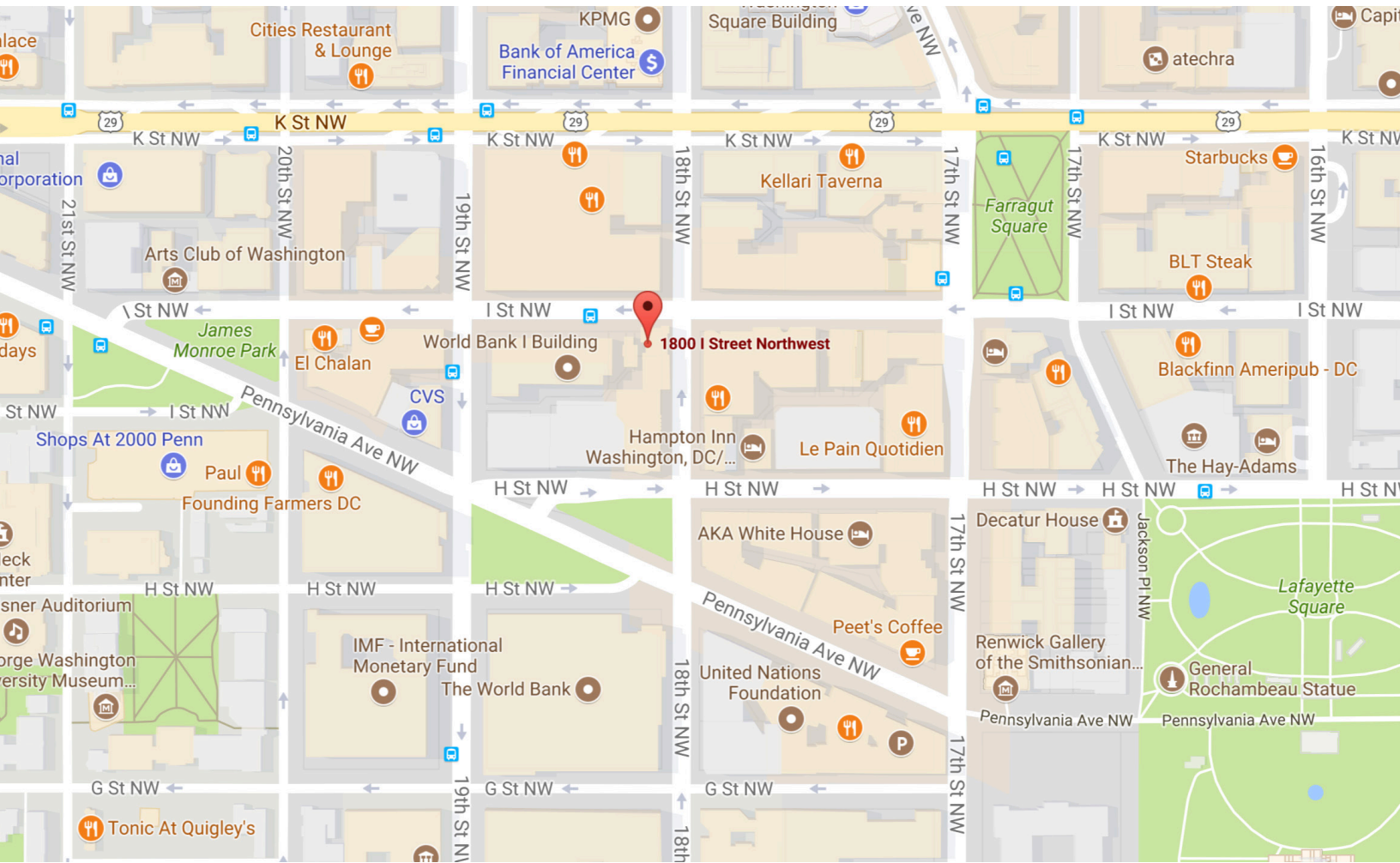
- **Colonial Parking** – 1775 I Street, NW
Open Monday thru Thursday, 7:00AM to 8:00PM
Friday, 7:00AM to 10:00PM
Saturday, 7:00AM to 3:00AM
\$12 for the first hour; \$20 daily max
- **Farragut Center Parking** – 1725 I Street, NW
Open Monday thru Friday, 7:00AM to 10:00PM
\$12 for the first hour; \$20 daily max
- **PMI** – 1722 I Street, NW
Open Monday thru Friday, 7:00AM to 7:00PM
\$12 for the first hour; \$20 daily max
- **Penn Parking** – 1801 Pennsylvania Avenue, NW (access via 18th Street)
Open Monday thru Friday, 7:00AM to 7:00PM
\$12 for the first hour; \$20 daily max

Traveling to Washington, DC – Airport and Hotels

Airport – The closest airport is Ronald Reagan Washington National (DCA). A cab ride from the airport to the facility will cost \$20-30 depending on traffic. Guests can also utilize Metro – take the blue line towards Largo Town Center. Get off at Farragut West (seven station stops).

Hotels – The following are a selection of hotels near the Washington Center. Our staff can provide additional recommendations should you need them. Room nights should be booked as far in advance as possible. Rates are always in flux due to the city's busy convention and tourism industries.

- **[AKA White House](#)**
1710 H Street, NW
Washington, DC 20006
Located 1.5 blocks from the Washington Center, AKA White House offers all-suite accommodations including a full kitchen, living room, bedroom and 1.5 baths.
- **[Capital Hilton](#)**
1001 16th St. NW
Washington, DC 20036
Four blocks from the Washington Center. Standard rooms and rates.
- **[Hotel RL Washington DC](#)**
1823 L Street, NW
Washington, DC 20036
Approximately three blocks from the Washington Center. Reasonable rates but smaller than average rooms.
- **[Hotel Hive](#)**
2224 F Street, NW
Washington, DC 20037
A trendy micro-hotel, offering smaller rooms at affordable rates. 0.7 miles from facility.
- **[The Mayflower Hotel](#)**
1127 Connecticut Avenue, NW
Washington, DC 20036
Four blocks from the Washington Center. Standard rooms and rates. Government rate available in limited quantity. Your ASU ID will be required at check-in.
- **[POD DC](#)**
627 H Street, NW
Washington, DC 20001
The area's most affordable hotel. Room rates are commonly below \$100. Very small rooms. Requires guest to Metro or taxi to facility.



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