



## Hoteling at ASU's Barrett & O'Connor Washington Center

The ASU Barrett & O'Connor Washington Center features flexible hoteling space for ASU faculty and staff visiting Washington, D.C. The workspace is a quiet office environment featuring:

- desktop computers on the ASU network
- telephones
- access to a printers and copiers
- basic office supplies
- Wi-Fi

### How to reserve a hoteling space

Reservations are recommended to allow for a streamlined experience. Please contact the facility manager and advise what day(s) you are seeking desk space so an available hoteling desk can be reserved for your use. This will also allow time to update your ASU ID for access into the facility and advise our security team of your impending arrival.

Last minute requests will also be accommodated. Please check in with the security desk on the lobby level upon your arrival to the Barrett & O'Connor Washington Center. One of the facility staff members will assist you in locating an available desk and providing you access to that floor.

Meeting and event space is also available on a first come-first served basis. Please contact the facility manager for more information and to make a reservation.

### Address

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

(202) 446-0380 – main phone

(202) 446-0890 – main fax

### To reserve a hoteling desk, meeting or event space, please contact:

Roxanne Ladd, Facility Manager  
202-446-0381 (office); [Roxanne.Ladd@asu.edu](mailto:Roxanne.Ladd@asu.edu)