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
https://washingtondc.asu.edu

Arizona State University

Welcome

On behalf of Arizona State University, welcome to the Barrett & O'Connor Washington Center.

Located one block off of Farragut Square in downtown Washington, DC, this eight-story facility has been thoughtfully constructed to offer the faculty, students and staff of Arizona State University 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 planning your event. Our facility staff will also gladly assist you with your planning needs. Please don't hesitate to ask.

How to Book your Event at the Barrett & O'Connor Washington Center

Please follow these steps to begin booking your meeting or event at the Barrett & O'Connor Washington Center:

1. Email eventsdc@asu.edu with the following information:
    - Name of the meeting/event
    - The purpose/goal of your event
    - ASU department hosting function – note that the Washington Center is not available for use by non-ASU entities
    - Estimated number of attendees
    - Programmatic needs – how many rooms are needed, A/V requirements, etc.
    - Preferred date(s) and event times

2. The Events Team will check space availability and send confirmation of your booking

3. Confirm and finalize room set-up and A/V needs no later than 3 weeks prior to event

4. Finalize and provide catering information no later than 2 weeks prior to event (more information on page 3)

5. Finalize the following information no later than 1 week prior to event:
    - Confirmed number of attendees (must provide registration list at least 48 hours prior to function start)
    - A/V needs
    - Room set-up needs
    - A copy of the function agenda/schedule
    - Email, phone and arrival time of day-of contact/person managing the function

Site Visit

If your schedule allows, we recommend an advance site visit so you can walk through the set-up of your program, movement of your guests and discuss any specific set-up. The site visit can be arranged several weeks in advance of your event up to a few days beforehand.

Catering

The below list represents a small sampling of catering options available near the Barrett & O'Connor Washington Center.

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

- RSVP Catering – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- Windows Catering – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- Main Event Caterers – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- Corcoran Caterers – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- MENUS Catering – corporate drop-off and full-service catering; hot and cold breakfast, lunch and dinner options. Delivery only.
- Sinplicity – corporate drop-off including breakfast, and lunch options. Delivery only.
- Monumental Food – corporate drop-off including breakfast, and lunch options. Delivery only.

Our standard furniture setup for the Event Pavilion is classroom style. For alternative setup options, please contact the Events Manager. The Events staff will confirm and set-up your preferred furniture setup, including tables for catering, prior to the start of your program. We regret that we are unable to change the room set-up once the function has begun.

Extensive set-up requests may require additional furniture be rented from an outside vendor.

It is the responsibility of the event organizer/point of contact or hired caterers to ensure that all leftover catering and materials have been properly placed in the trash/recycling receptacles at the end of the event. All rooms must be returned cleaned and ready for use by the next group.

Alcohol Policy

ASU's Office of General Counsel requires that all alcohol must be arranged, provided and distributed through a licensed caterer. The licensed caterer must hold an up-to-date license to procure and serve in the District of Columbia. A copy of the license must be provided in advance. All alcohol service must be approved in advance by the Events team.

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 - $13 to $17 pp

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

NOTE: All food and beverage will incur a 10% DC sales tax and delivery fees/service charges, as applicable. Service charges will vary by vendor up to 24%.

Sustainability Initiatives

As part of ASU's commitment to creating a sustainable campus, we encourage all users of the Event Pavilion to keep sustainability in mind when planning your event, including catering. Some sustainability initiatives we encourage include:

- Use water carafes instead of individual plastic water bottles
- Ask caterers to bring less
- Use biodegradable or compostable utensils
- Order food that doesn't require utensil usage
- And many more…

Please see our list of event catering sustainability initiatives here.

Other Event Related Items to Consider

Staffing Your Event

When using the function space, please be mindful that rooms must be returned cleaned and ready for use by the next group. Hosts should coordinate with their team on who will be assigned to set-up, meet the caterers upon their arrival, meet with the A/V team prior to the function start, greet guests in the lobby, clean up, etc.

Audio/Visual Technology Needs and Presentations (PowerPoint, PDF, etc.)

Meeting rooms are fully equipped for most A/V needs. Specific availability is listed in the below Capacity Chart. Please communicate your A/V needs to the Events Team prior to your event to ensure that our on-site Executive Technical Support staff – etsdc@asu.edu – are prepared for your function.

Presentations may be emailed ahead of your event to eventsdc@asu.edu. We strongly encourage to have back-ups of presentations on a USB key.

Office Supplies and Photocopying

You may send any materials and supplies (including office supplies) prior to your event to the attention of Paolo Rivera (Manager, Facilities and Events). Please include your name, event, and event date.

Bulk print jobs should be sent to a local copy shop for reproduction. We recommended FedEx Office Print and Ship Center, located 1.5 blocks away at 1825 K Street NW, Washington, DC 20006 https://local.fedex.com/dc/washington/office-4426/

Small run print jobs that may arise at the last minute, as well as one-off office supplies, may be available as needed. Supplies are limited but please inquire.

Walls and Floors

Items may be taped to ***glass wall surfaces using blue painter's tape only***. Please discuss any needs to tape materials onto the glass walls with the Event and Office Coordinator.

Users are not permitted to place tape of any kind, glitter or adhesive decor onto the floor or walls.

Damage

If something is damaged during your use of space at the Barrett & O'Connor Washington Center, please inform the Event and Office Coordinator right away.

Capacity Chart

Room	Set-up	Capacity	Audio/Visual	Notes
Conference Room 116	Boardroom	6 (can add 4 additional chairs around perimeter)	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Conference Room 208	Boardroom	8 (can add 4 additional chairs around perimeter)	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Classroom 211	Hollow square	24	- Video conference - Audio conference - PC with internet access - PowerPoint	- Three flat panel screens mounted to wall - Please contact the Events Manager for alternative setup options
Enclave 203	Round table	4	N/A	
Enclave 205	Rectangular table	5	- Video conference - PC with internet access - PowerPoint	
Conference Room 308	Boardroom	8 (can add 6 additional chairs around perimeter)	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Conference Room 405	Boardroom	6 (can add 2 additional chairs around perimeter)	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall

Capacity Chart (continued)

Room	Set-up	Capacity	Audio/Visual	Notes
Conference Room 508	Rectangular table	8	-Video conference -Audio conference -PC with internet access -PowerPoint	One flat panel screen on credenza
Conference Room 608	Rectangular table	10	-Video conference -Audio conference -PC with internet access -PowerPoint	One flat panel screen on credenza
Conference Room 616	Boardroom	14 (can add 6 additional chairs around perimeter)	- Video conference - Audio conference - PC with internet access - PowerPoint	Two flat panel screens mounted to wall
Broadcast Studio 708	Broadcast studio	3	-Blackmagic monitor -Microphones -Broadcast mixer -Broadcast camera -Interview set TV	Please contact UTO to schedule a dry run tutorial to familiarize yourself with the studio equipment
Wellness Suite 717	Club chair Couch	1	N/A	
Enclave 719	Rectangular table	5	N/A	
Event Pavilion – 8th Floor	Classroom	50	- Video conference - Video recording - Audio conference - PC with internet access - PowerPoint - 3 microphones (2 handheld, 1 lavalier)	- One flat panel screen mounted to wall - Podium - Please contact the Events Manager for alternative setup options

Complimentary Wi-Fi is available throughout the building via ASU's guest Wi-Fi network.

Decision Theater – 1st Floor

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 in helping subject-matter experts and policymakers simplify and visualize complex problems, in order to produce better solutions.

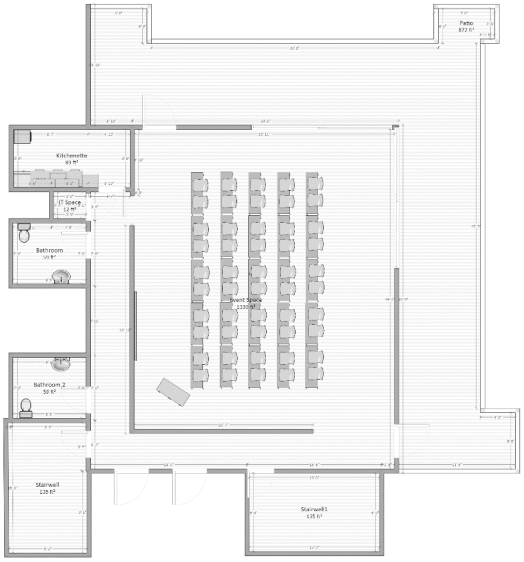
By creating interactive, collaborative models in an immersive, visually stimulating environment, the Decision Theater brings clarity to complex data and analysis. The goal is to display the dynamics of a problem, and the effects of various policy options, in a clear and compelling manner – thus helping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

More information about the Decision Theater is available at dt.asu.edu or contact Victoria McDonald (Product Manager, Decision Theater).

Event Pavilion – 8th Floor

The eighth floor Event Pavilion is the largest and most flexible space at the Barrett & O'Connor Washington Center. The space is fully mediated and includes a built-in podium, small catering kitchen, moveable coat racks and two dedicated restrooms.

Classroom Style (up to 50 people seated at tables)



Traveling to the Barrett & O'Connor Washington Center

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

Metro – The Barrett & O'Connor Washington Center is Metro accessible via Farragut West station – 18th street exit (Blue, Orange and Silver Lines). Upon exiting the station, the facility will be on the corner behind you at 18th Street and I Street. Farragut North station (Red Line) is also in walking distance – approximately three blocks walk.

Uber/Lyft/Taxi – Taxi cabs and rideshare options are readily available throughout Washington, DC and will be easy to access when departing the Barrett & O'Connor Washington Center.

Parking – The Barrett & O'Connor Washington Center does not have on-site parking, and street parking is very limited. If you cannot find a metered spot, the following local parking garages are recommended:

- Colonial Parking – 1775 I Street, NW
  Open Monday thru Thursday, 6:30AM to 8:00PM
  Friday, 6:30AM to 10:00PM

- Farragut Center Parking – 1725 I Street, NW
  Open Monday thru Friday, 7:00AM to 10:00PM

- PMI – 1722 I Street, NW
  Open Monday thru Friday, 7:00AM to 7:00PM

- Penn Parking – 1801 Pennsylvania Avenue, NW (access via 18th Street)
  Open Monday thru Thursday, 7:00AM to 9:00PM
  Friday and Saturday, 7:00AM to 11:00PM
  Sunday, 10:00AM to 7:00PM

Traveling to Washington, DC – Airport and Hotels

Airport – The closest airport is Ronald Reagan Washington National (DCA). A taxi 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 and get off at Farragut West station (seven station stops).

Hotels – The following are a selection of hotels near the Barrett & O'Connor 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.

AC Hotel Washington DC Downtown
1112 19th Street, NW
Washington, DC 20036
A Marriott property. European minimalist-style hotel four blocks away from the Washington Center.

AKA White House
1710 H Street, NW
Washington, DC 20006
Located 1.5 blocks from the Washington Center. Offers all-suite accommodations including a full kitchen, living room, bedroom and 1.5 baths.

Fairfield by Marriott Inn & Suites Washington, DC Downtown
500 H Street, NW
Washington, DC 20001
Offers preferred ASU rate through Anthony Travel. A Marriott property. 15 min subway ride to the Washington Center. Closer to Capitol Hill.

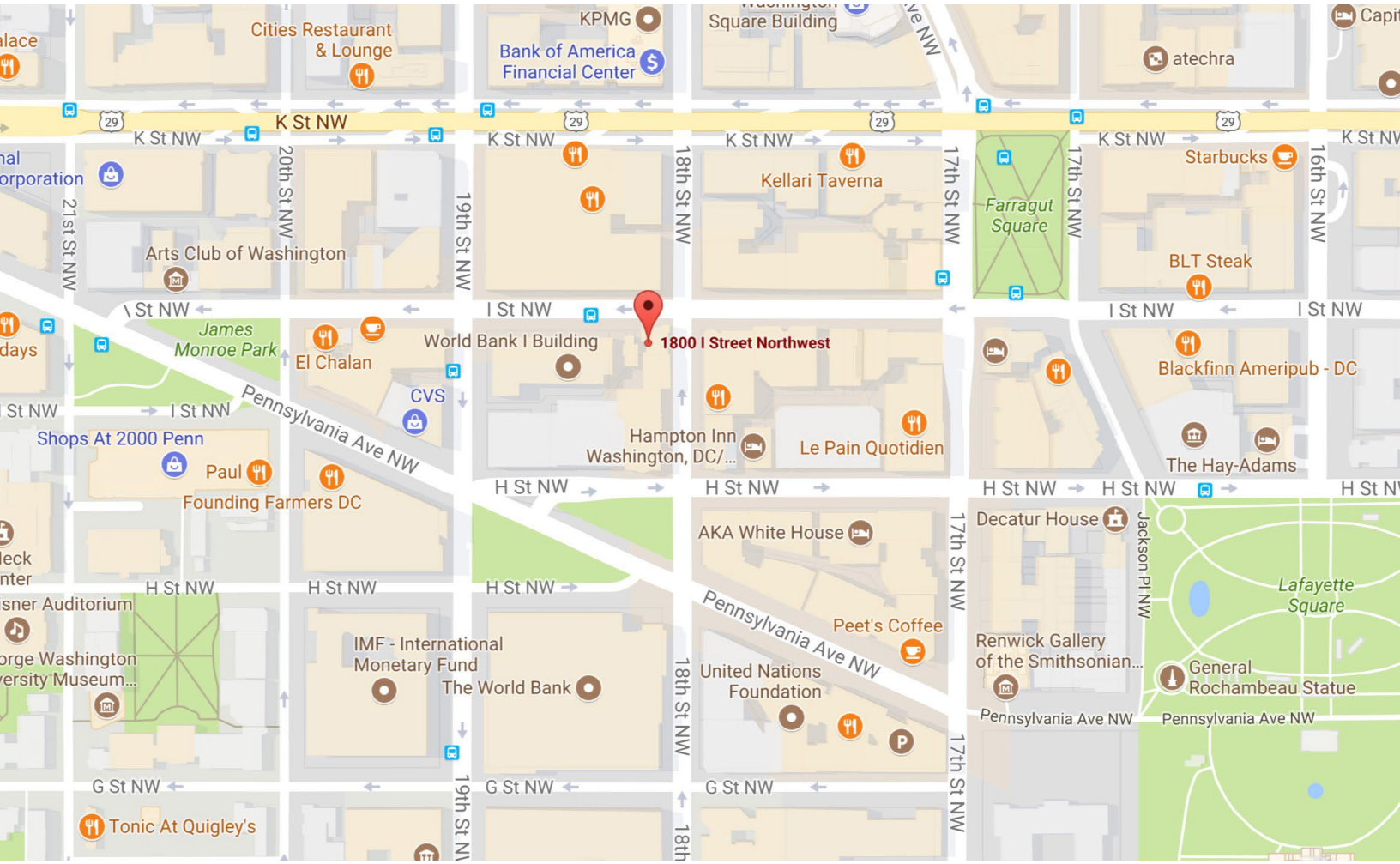
Hampton Inn Washington, DC
1729 H Street, NW
Washington, DC 20006
Very affordable 2-star hotel. A bit dated. Often used by staff for very short stays. One block from the Washington Center.

Hotel Lombardy
2019 Pennsylvania Avenue, NW
Washington, DC 20006
Offers preferred ASU rate through Anthony Travel.
European-style boutique hotel. Three blocks walk. Popular with visiting ASU staff.

Hyatt Place Washington DC/Georgetown/ West End
2121 M Street, NW
Washington, DC 20037
Offers preferred ASU rate through Anthony Travel.
3-star Hyatt property. 15 min walk to the Washington Center.

The Quincy, an Ascend Collection Hotel
1823 L Street, NW
Washington, DC 20036
Offers preferred ASU rate through Anthony Travel. A Choice Hotels property. All rooms have in-room kitchen.Three blocks walk.

Yours Truly DC
1143 New Hampshire Avenue, NW
Washington, DC 20006
Offers preferred ASU rate through Anthony Travel.
4-star bohemian-style boutique hotel.15 min walk to the Washington Center.



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

Main: (202) 446-0380
Fax: (202) 446-0390

washingtondc.asu.edu

Arizona State University