

Conference Center Guidelines

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Introduction

Welcome to the Office of Training and Development (OTD); the office responsible for centralized leadership and direction of all U.S. Customs and Border Protection training programs.

You have reserved a conference room and we take this opportunity to introduce you to the office that will serve as the point of contact (POC) should you require assistance.

➤ Priscilla Few, Management and Program Analyst , (202) 325-7207

Mrs. Few serves as the primary POC for conference room reservations and assistance the day(s) you are using the conference room. If she is unavailable you may contact the Front Office on 202-325-7100. Please do not seek assistance from any other OTD staff.

We are excited to share our conference rooms with you and we hope that your experience is a pleasurable one.

Restrooms



The men's restroom, as you exit the conference room, is located to the left at the end of the hall.

The women's restroom, as you exit the conference room, is located to the right at the end of the hall.



Employee Breakroom

You will find vending machines for beverages and snacks located at the end of the hall to the right as you exit the conference room.



Supplies and Equipment

- It is your responsibility to come equipped with the supplies you will need during your stay with us. However, basic supplies (stapler, pens, pencils, highlighters, etc.) are located in the conference room in the file drawer marked supplies. Please do not remove supplies from the conference room.
- If you require minimal use of the copier or fax machine, please contact the Logistics Branch.
- Instructions for using conference room equipment is located on the podium. Contact the Logistics Branch if you require assistance.



1717 H Street – 7th Floor Evacuation Plan

- The evacuation route (Stairwell 2) is the same for conference rooms A-C and the Breakroom.

