



Reception/Cybercafé

Staffed by a receptionist from 8:00 am to 4:00 pm weekdays, the reception area is a welcoming, comfortable place to greet your meeting guests.

Between the meeting rooms, there is a large, comfortable open area equipped with easy chairs and telephones.

The cyber café is located in an alcove behind the reception area, for private access to the Internet.

The receptionist can assist you with any photocopying, faxing or printing needs, and will ensure your meetings run smoothly.

If you require any additional services not listed in this brochure, please contact us and we will try to accommodate all your meeting needs.

Contact us

Dow's Lake Court Conference Centre

865 Carling Avenue, 2nd Floor
 Ottawa, Ontario K1S 5S8
 telephone 613.725.3855
 facsimile 613.725.3101
 info@dowslakecourt.com
 www.dowslakecourt.com

Booking

Rooms can be booked by phone at 613.725.3855
 or by email at: booking@dowslakecourt.com

CONFERENCE CENTRE  **CENTRE DE CONFÉRENCES**
 DOW'S LAKE COURT • LA COUR DU LAC DOW

www.dowslakecourt.com



Welcome

DOW'S LAKE COURT CONFERENCE CENTRE
 865 Carling Avenue, 2nd Floor, Ottawa, ON K1S 5S8
 telephone 613.725.3855 facsimile 613.725.3101

The **Dow's Lake Court Conference Centre** is a new, state of the art facility, located ten minutes from the airport and downtown Ottawa, and within easy access to all major areas of the city.

The Centre offers a choice of six meeting rooms designed to accommodate everything from a meeting of two or three people in a small, casual setting to full-scale conferences with high-tech facilities and break-out rooms.

When you book rooms with us you also benefit from the following added conveniences:

- Secure underground parking
- Full catering services
- An attractive market-style cafeteria
- Reception/administration services
- A photocopy/fax/printing centre
- A cyber café for private access to the Internet
- Full accessibility for the disabled
- On-site technical support (we can arrange at an additional cost)
- A simultaneous interpretation booth (we can arrange interpreters at an additional cost)



Council Chambers

Number of seats: 58
Size: 2,434 sq. ft.

Included with the room rental:

- Fixed 'council-style' arrangement of tables and chairs
- Built-in projection screen and ceiling-mounted LCD projector
- Internet connectivity at the podium and tables
- Power connections for laptop computers
- DVD & VHS players
- Document camera
- Tabletop microphones throughout
- Additional anteroom
- Teleconference and videoconference capabilities
- Adjacent simultaneous interpretation booth
- Video recording of meetings is available
- Automatic window blinds (semi-transparent or black out), projection screen and lighting
- Custom-made birch tables and podium
- Portable, printable whiteboard & accessories
- Flipcharts and & accessories

Available at an additional cost:

- Technical support
- Long distance calls
- Simultaneous translation



Please take the facility tour or contact us to find out why the **Dow's Lake Court Conference Centre** is the ideal place for comfortable and effective meetings, presentations or small conferences.

Video Conference Room

Number of seats: 17
Size: 639 sq. ft.

Included with the room rental:

- "SMART Board" interactive whiteboard computer/rear projector
- DVD & VHS players
- Document camera
- Connectivity to Internet
- Power connections for laptop computers
- Audio/Video conference capabilities
- Automatic window blinds (semi-transparent or black out), projection screen and lighting
- Flipcharts & accessories
- Adjacent simultaneous interpretation booth



Available at an additional cost:

- Technical support
- Long distance calls
- Simultaneous translation

Room A Number of seats: 18
Size: 557 sq. ft.

Room B Number of seats: 12
Size: 352 sq. ft.

Room C Number of seats: 14
Size: 472 sq. ft.

Room D Number of seats: 6
Size: 225 sq. ft.

Included with the room rental:

- Built-in projection screen and ceiling-mounted LCD projector
- Connectivity to Internet
- Power connections for laptop computers
- Semi-transparent and black-out blinds
- Portable, printable whiteboard & accessories
- Flipcharts & accessories

Available at an additional cost:

- Other AV equipment
- Technical support

