

DIRECTIONS

The CSQ Conference Centre is located at 340 Albert Street on the 2nd floor, which is a connecting floor to all 3 towers. The best way to direct guest is to take the elevator or stairs to the 2nd floor from 350 Albert Street; take a left out of the elevators and a right down the hallway until they see the media screen outside the Conference Centre.

RESOURCE DESCRIPTION

IMPORTANT MESSAGE

If you will not be present for this reservation, please forward these details to someone who will be on-site for the reservation. All reservations must be for your office only, someone from your office at CSQ must be present.

YOUR RESERVATION

- Complimentary Wi-Fi: Connect to CSQ Conference Center, password is on a wall decal in each room.
- For presentations, a Clickshare device (connects to a laptop) will be available for pickup/return at the security desk in the lobby of 350 Albert Street.
- A full breakdown of each room's technical capabilities can be found [here](#).
- If you require technical assistance on your reservation day, please ring the doorbell next to the cloakroom in the central lounge area.
- We do not allow any signage in the Conference Centre or other common areas; the lobbies, and hallways other than Canderel approved signs.
- See virtual tour, brochure and visuals for the room setups [here](#).

TERMS AND CONDITIONS

MEETING GUIDELINES

- Meetings must start & end within the reserved timeframe.
- Please leave room ready for next meeting & return borrowed equipment.
- Do not post any materials anywhere in the room or the building.
- Do not move furniture without permission.

CHANGES, CANCELLATIONS & NO SHOWS

- Do not let the room sit empty when others would love to use it!
- Change or cancel your reservation directly from your [Tenant Request profile](#).
- "No show" reservations will be released within 30mins of the start time that was approved, we will release the room for another tenant's use.

CATERING & CLEANING

- See all available on-site catering options [here](#).
- All food/beverage is to be served within your reserved boardroom (waiting lounge is for general water service only).
- No open flames.
The kitchen may be used to prepare or store catering the day of your reservation. There is a Fridge and stove should you require.
- Water Station & Glassware are available for tenant use in the waiting lounge. Note: please ensure to arrange cutlery and plates with your catering company.
- Immediately following your meeting, properly dispose of all waste/recycling/compost & remove all catering items. Items to be picked up by the caterer later can be put in the kitchen for same day pick up. Items left overnight without notification will be disposed of.

USAGE

- To protect fair access to the boardrooms for all tenants at Constitution Square, we will not approve
- more than 3 consecutive days in a row for the same tenant.
- Meeting requests outside the buildings business hours of Monday to Friday 6AM to 6PM will be reviewed by Canderel. If additional charges apply, you will be contacted. Charges must be approved prior to the meeting.