



ALLIANCE FOR
EXCELLENT EDUCATION



**GERARD AND LILO LEEDS CONFERENCE
AND ADVOCACY CENTER, MEETING ROOMS,
AND HIGH-DEFINITION STUDIO**

“Don’t tell me it was a good meeting.
Tell me what you are going to do
differently Monday morning.”

– Gerry Leeds, cofounder, Alliance for Excellent Education

FACILITY SERVICES

The Alliance for Excellent Education's (the Alliance's) conference center, meeting rooms, and high-definition studio offer a premier venue for nonprofit and advocacy organizations to advance their work. The Alliance has more than 2,000 square feet of meeting space with state-of-the-art audiovisual capabilities—including videoconferencing, teleconferencing, and live web streaming—designed to help organizations bring their messages to larger audiences, develop sophisticated video presentations that promote their work, and boost engagement with members and clients.

The spacious Gerard and Lilo Leeds Conference and Advocacy Center, two smaller meeting rooms, and the Alliance's high-definition video production and broadcast studio are available for rent to nonprofit and for-profit organizations Monday through Friday from 8 a.m. to 5 p.m. The Alliance will consider requests to use its facilities outside of those hours on a case-by-case basis.

To schedule a tour of the facilities or to inquire about room availability, contact the Alliance at (202) 828-0828, alliance@all4ed.org.

ALLIANCE CONFERENCE ROOMS AND FACILITIES

- Gerard and Lilo Leeds Conference and Advocacy Center (Rooms A, B, C, D)
- Small Conference Room
- The Annex (meeting room and flexible work space)
- Mike Sussman Studio

LOCATION

1201 Connecticut Avenue, NW
9th Floor
Washington, DC 20036



HIGHLIGHTS

- Flexible space configurations
- Natural lighting options
- Videoconference capable
- Teleconference capable
- High-definition, broadcast-quality video
- Live web video streaming capable
- Branding and logo placement options
- "Green screen" capable
- 50-inch and 42-inch LCD monitors
- Complimentary Wi-Fi
- Metro accessible



GERARD AND LILO LEEDS CONFERENCE AND ADVOCACY CENTER

(ROOMS A, B, C, D)

The Gerard and Lilo Leeds Conference and Advocacy Center offers multiple flexible room configurations that will accommodate simultaneous meetings, presentations to large audiences, panel discussions, and social gatherings of varying sizes. The versatile four-room space can be combined or divided to meet the needs of concurrent events. (See the box to the right for specific room configurations.)

Each conference room is equipped with a high-quality ceiling speaker system with simple in-room volume controls, press box for recording output, and wireless microphones to support live presentations and teleconferencing. All teleconference calls connect and disconnect in the conference rooms making access easier. Two 50-inch LCD monitors also are available for videoconferencing and PowerPoint presentations.



The conference and advocacy center offers the following room configurations:

CONFERENCE ROOM A

Boardroom: 14–16 people
Classroom: 8 people
Hollow Square: 14–16 people
U-Shape: 16–18 people
Theater: 24–28 people

CONFERENCE ROOM B

Boardroom: 12–14 people
Classroom: 8 people
Hollow Square: 10–12 people
U-Shape: 8–12 people
Theater: 26–28 people

CONFERENCE ROOM C

Boardroom: 8–10 people
U-Shape: 10–12 people
Theater: 10–14 people

CONFERENCE ROOM D*

Boardroom: 8 people
Theater: 10 people

CONFERENCE ROOMS A AND B

Boardroom: 20–22 people
Classroom: 14–16 people
Hollow Square: 22–24 people
U-Shape: 18–20 people
Theater: 40–50 people

CONFERENCE ROOMS C AND D*

Boardroom: 14–16 people
Classroom: 10–12 people
Hollow Square: 18–20 people
U-Shape: 14–16 people
Theater: 20–24 people

CONFERENCE ROOMS A AND C

Boardroom: 16–18 people
Hollow Square: 18–20 people
Theater: 20–30 people

CONFERENCE ROOMS B AND D*

Boardroom: 16–18 people
Hollow Square: 18–20 people
Theater: 20–30 people

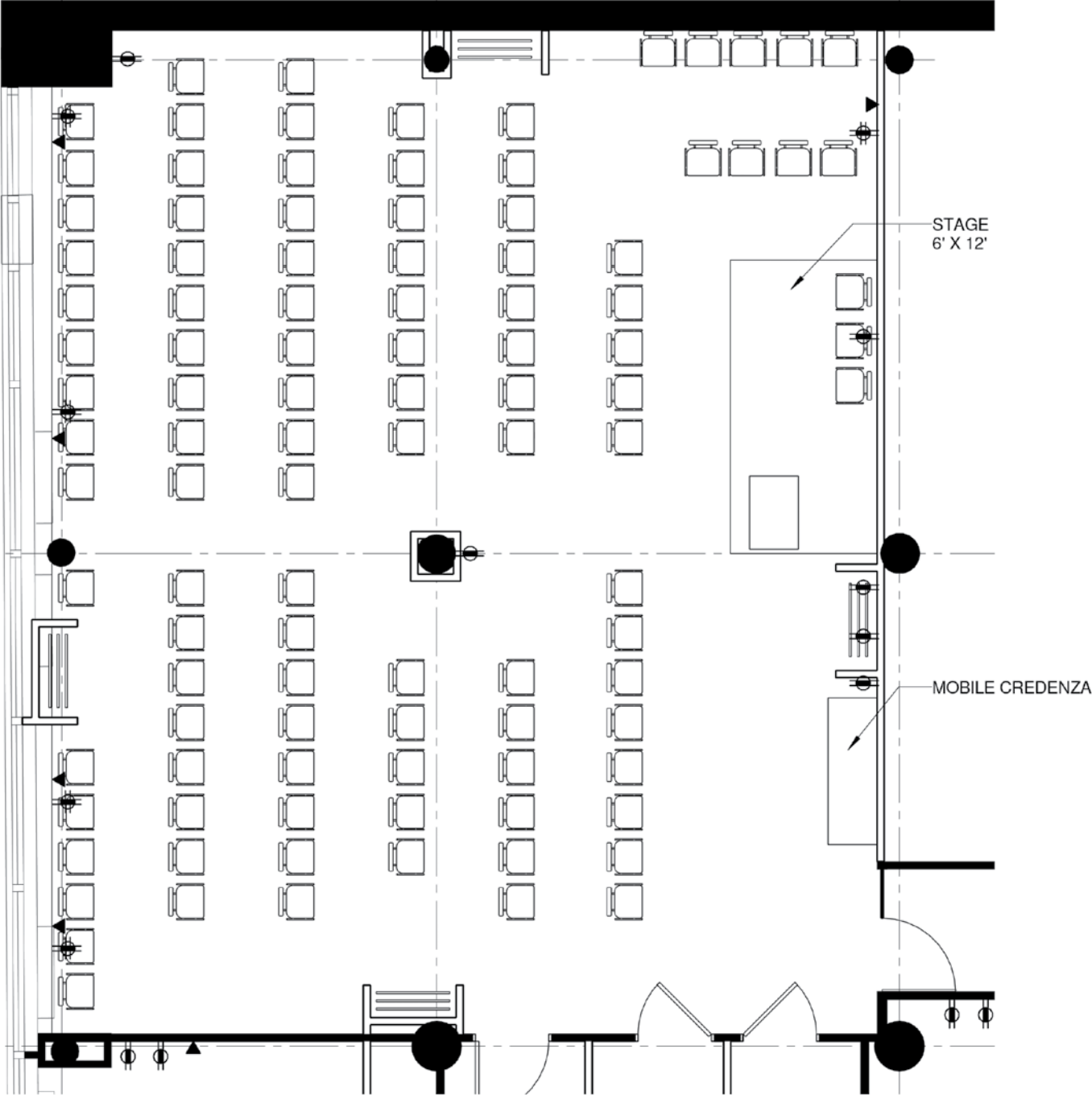
CONFERENCE ROOMS A, B, C, AND D*

Classroom: 25–30 people
Theater: 50–70 people

**Configurations that include Conference Room D are available only to organizations that reserve all four rooms in the Gerard and Lilo Leeds Conference and Advocacy Center.*

ROOMS: A+B+C+D

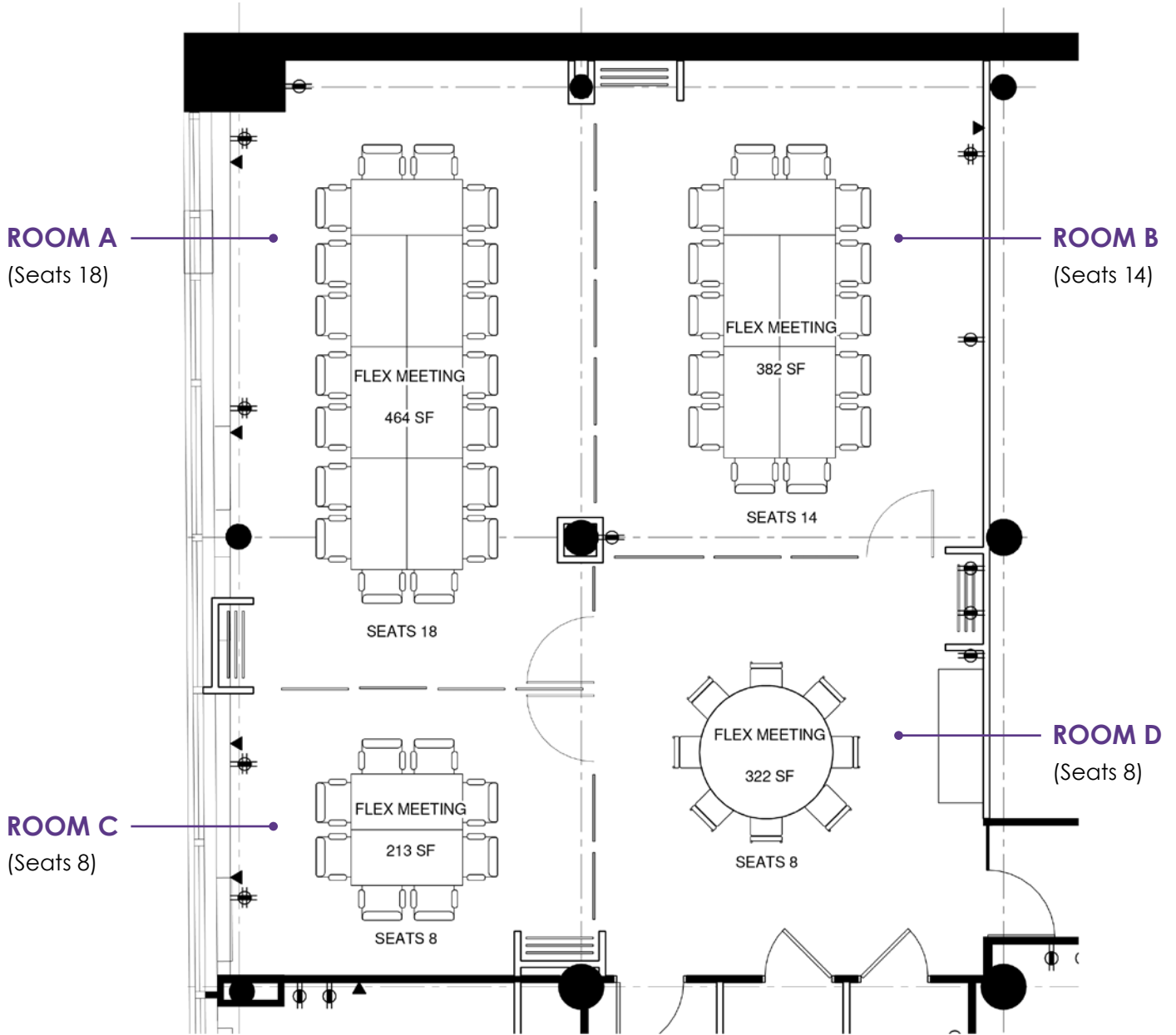
SEATS: 101 (with stage) / 109 (without stage)



GERARD AND LILO LEEDS CONFERENCE AND ADVOCACY CENTER | FLOOR PLANS

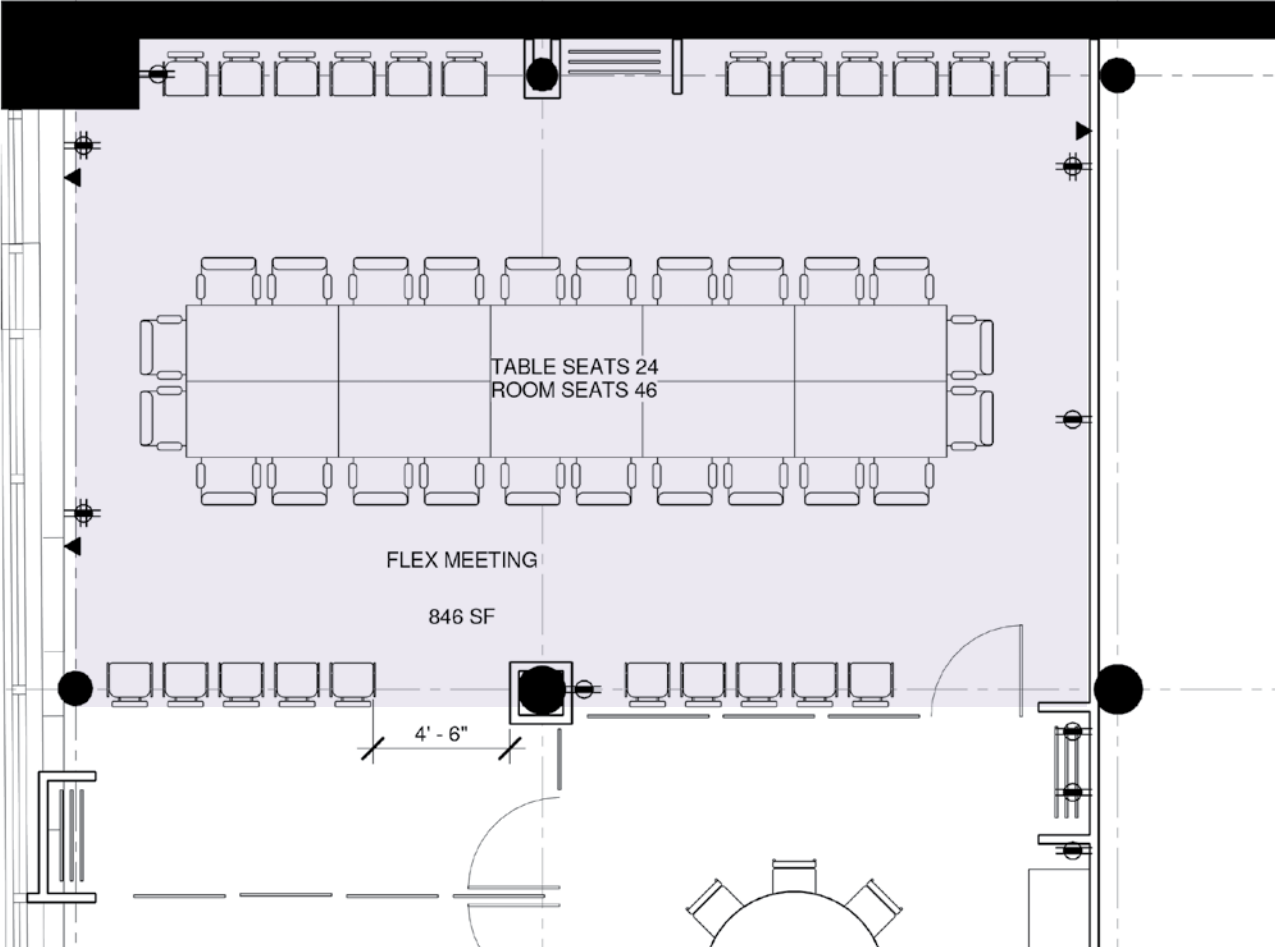
ROOMS: A, B, C, D

SEATS: 8–28 (depending on individual room and configuration)



ROOMS: A+B

SEATS: 24 (at table) / 46 (full room)



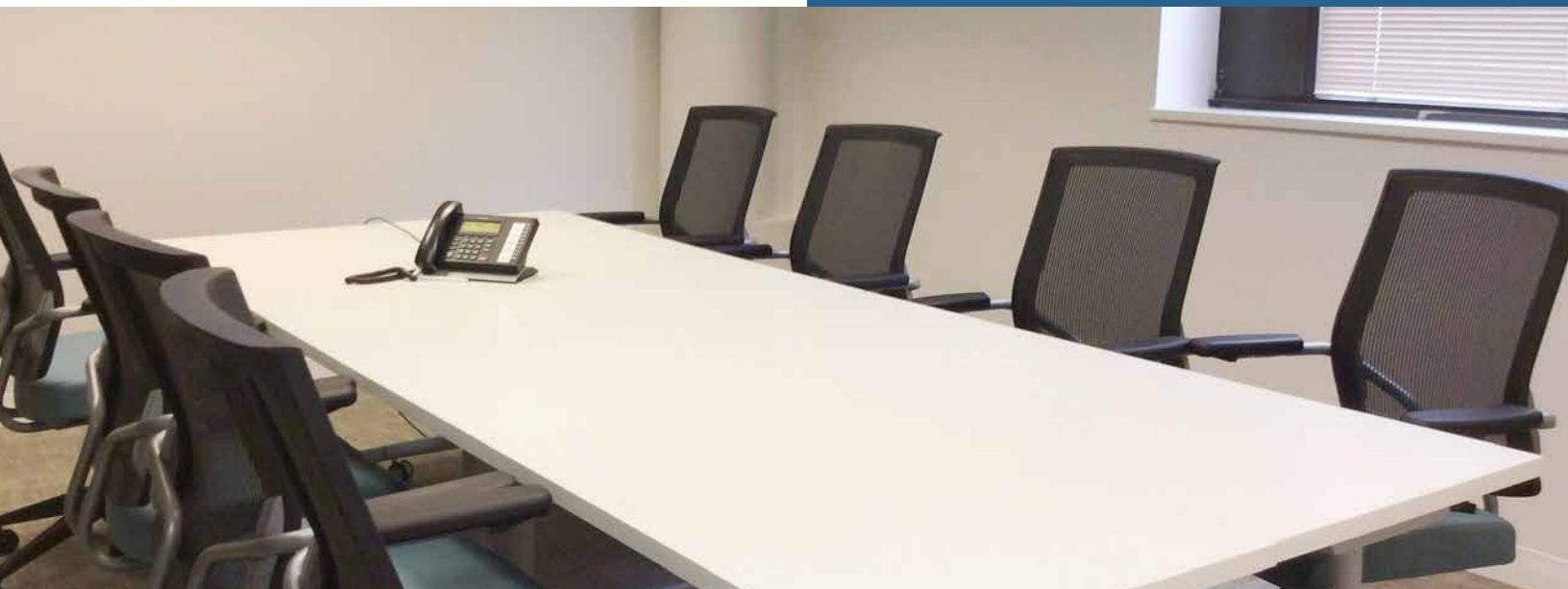
SMALL CONFERENCE ROOM

The Small Conference Room is configured in a preset boardroom style that can accommodate up to 12 people. It includes a 42-inch LCD monitor for presentations and a Polycom conference phone system.



THE ANNEX

The Annex offers a small conference room and anteroom ideal for meetings or use as flexible work space. The conference room is in a preset boardroom style that can accommodate up to 12 people. It includes a 42-inch LCD monitor and a Polycom conference phone system.

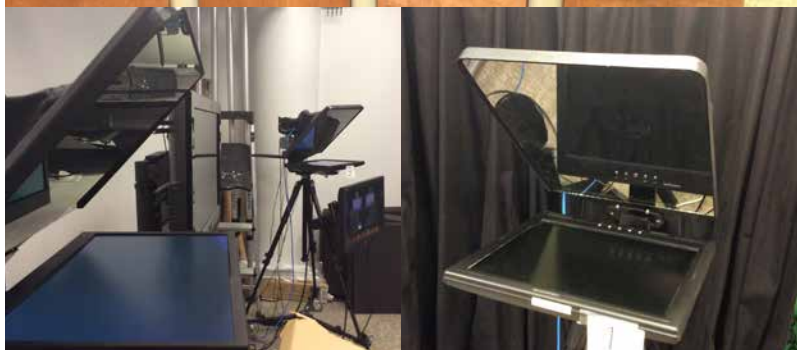




Webcasting and videotaping also are available for events held in the Alliance's Gerard and Lilo Leeds Conference and Advocacy Center. The Alliance contracts with New Media Mill for video production services. Organizations interested in having their events videotaped or webcast live should contact New Media Mill directly at (202) 728-0011 or <http://newmediamill.com>. Rates depend on services requested, but generally range from \$1,500 to \$2,500 per event.

MIKE SUSSMAN STUDIO

The Mike Sussman Studio is fully equipped to broadcast live events or webinars to an online audience, record "packaged" webinars, and produce videos of any length—from a 15-second video clip to an informational video that lasts an hour or longer. The studio can accommodate up to five guests on set, as well as additional guests who participate remotely via telephone or video. The studio includes three high-definition cameras paired with teleprompters and four background 40-inch video monitors that can display organization logos, report covers, or other branding images. It also features a versatile 83-inch by 70-inch green screen that allows for videos with a variety of backdrops and offers a separate control room for managing video productions and monitoring live broadcasts.



Alliance Conference Room Costs

GERARD AND LILO LEEDS CONFERENCE AND ADVOCACY CENTER

| | 1 ROOM | | 2 ROOMS | | 4 ROOMS | |
|-------------------------|---------------------|-------|---------------------|---------|---------------------|---------|
| | Half day / Full day | | Half day / Full day | | Half day / Full day | |
| For-profit institutions | \$200 | \$500 | \$400 | \$1,000 | \$750 | \$2,000 |
| Nonprofit organizations | \$75 | \$250 | \$200 | \$500 | \$450 | \$1,000 |

SMALL CONFERENCE ROOM

| | Half day / Full day | |
|-------------------------|---------------------|-------|
| For-profit institutions | \$200 | \$500 |
| Nonprofit organizations | \$75 | \$250 |

THE ANNEX

| | Half day / Full day | |
|-------------------------|---------------------|-------|
| For-profit institutions | \$200 | \$500 |
| Nonprofit organizations | \$75 | \$250 |

MIKE SUSSMAN STUDIO

| | Half day / Full day | |
|-------------------------|---------------------|---------|
| For-profit institutions | \$2,500 | \$4,500 |
| Nonprofit organizations | \$1,500 | \$3,000 |

CATERING

The Alliance does not provide catering for meetings and events. Organizations renting the Alliance's conference and meeting space are responsible for arranging their own catering if they require such services. The Alliance can provide drinks for meetings, upon request.

Coffee, tea, and water: \$2.00 per person

Coffee, tea, water, and soda: \$2.50 per person

Below is a list of preferred caterers that the Alliance uses and recommends.

WINDOWS CATERING COMPANY

5724 General Washington Drive, Alexandria, VA 22312
(703) 519-3500 / www.catering.com

W. MILLAR & CO. CATERING

1335 14th Street, NW, Washington, DC 20005
(202) 387-2216 / www.wmillar.com

CORNER BAKERY CAFE

1828 L Street, NW, Suite 101, Washington, DC 20036
(202) 776-9052 / www.cornerbakerycafe.com

TAYLOR GOURMET

1200 19th Street, NW, Washington, DC 20036
(202) 775-2005 / www.taylorgourmet.com

Prices referenced here are for renting space in the Gerard and Lilo Leeds Conference and Advocacy Center, Small Conference Room, The Annex, and Mike Sussman Studio and do not include the cost of webcasting, videotaping live events, or related video production services. For additional information about videotaping, webcasting, or video production, or to receive a quote, contact New Media Mill at (202) 728-0011 or <http://newmediamill.com>.



ALLIANCE FOR
EXCELLENT EDUCATION

*The **Alliance for Excellent Education** is a Washington, DC-based national policy and advocacy organization dedicated to ensuring that all students, particularly those traditionally underserved, graduate from high school ready for success in college, work, and citizenship.*

all4ed.org