

Conference Room Information

Welcome to The Westin Building's Conference Room. We hope that your use of the conference room is an enjoyable experience. The following is some information to make your meeting go as smoothly as possible.

- The Conference Room key can be picked up 15 minutes prior to your meeting at the Management Office Front Desk. Please remember to return the key immediately after your meeting. If you are using the facility after-hours, you may return the key in the Management Office's drop box located on the 3rd floor.
- The Conference Room door is locked at all times. Please remember to take the key with you if you leave during your meeting.
- If you or any member of your party will be using the conference room after hours (6pm-6am), please remember that the elevators are on access card usage only. If you leave the floor during this time, you will not be able to return to it without the conference room key.
- If your party has requested use of the Speaker Phone for your meeting, please note the following:
 - 1) To dial out (for local calls), dial 9, the area code, and then the phone number you wish to call.
 - 2) You cannot dial out long distance from the conference room.
 - 3) You may have your outside party call the Westin Building's front desk at (206) 443-1800. The front desk will transfer the call to the conference room. If you choose to do this, please notify the Westin Building front desk in advance so they are aware that your party will be calling.