



# San Jacinto Center Conference Center – 1<sup>st</sup> Floor

The San Jacinto Center Conference Center is located on the first floor and is available to customers on a first come, first serve basis. It is available Monday through Friday 8am – 5pm and must be reserved in advance. Please contact the property management office to review the reservation process.

The Conference Room includes 20 office chairs and a table that seats 20. The room is equipped with ClickShare, allowing your screen to project to the wall-mounted television. The ClickShare button and miscellaneous device adapters are available to check-out from the Property Management Office in Suite 530. The Wi-Fi network is "Cousins-Guest" and there is no password required. A dry-erase board is available. The Conference Center includes a catering area, which provides an icemaker and counter space.

## ClickShare Instructions:

- Step 1: Insert the ClickShare device into your laptop
- Step 2: From your laptop, go to My Computer and select the ClickShare drive to begin the application compatible with your computer system (MAC or Windows).
- Step 3: Once the ClickShare software is downloaded to your computer, a notification will appear stating the 'device is ready to share'.
- Step 4: Simply press the center of the device and your desktop will appear on the TV screen.

## **Property Mgmt. Office Contact Information**

Anyssa Hoyle, Administrative Manager  
(512) 279-2170 | [Ahoyle@cousins.com](mailto:Ahoyle@cousins.com)

Samantha Ingram, Assistant Property Manager  
(512) 279-2181 | [SIngram@cousins.com](mailto:SIngram@cousins.com)

Stephanie Knapp, Senior Property Manager  
(512) 279-2174 | [SKnapp@cousins.com](mailto:SKnapp@cousins.com)

## **Additional Rules & Regulations:**

- Please be mindful of your reservation start and end time in the event another reservation is booked immediately before or after your reservation.
- To use the Conference Room phone dial '9' for outgoing calls.
- If you need to cancel your reservation, please do so as soon as possible to allow others to use the room as needed.
- The Conference Center's door shall not be propped open at any time.
- No signage may be displayed without prior approval from Property Management.
- Please properly dispose of all trash and recycling. If additional trash containers are needed or assistance with trash removal is required, please contact the Property Management Office. Place any clean, empty boxes on the catering kitchen floor next to the blue recycling container.
- Do not leave any dishware, utensils, etc. in the kitchen or conference room as it will be discarded.
- Removing chairs, furniture or equipment is not permitted.
- Lost or damaged equipment may result in a replacement fee.