

Process for Scheduling Events at the NY Conference Center

We welcome conference-related groups to use the conference rooms at the NY Conference Center, 20 Soundview Ave, White Plains for meetings/events.

Carol Merante, Conference Hospitality Coordinator, is responsible for scheduling these rooms. She can be reached at cmerante@nyac.com or 914-615-2227.

NYAC conference rooms:

1. Perkins Learning Center – capacity 50
2. Conference Room 115 – capacity approx. 20
3. Conference Room 109 – capacity approx. 6-8

To check availability:

- Go to www.nyac.com and click Events in the top navigation, or Calendar under Quick Links.
- Use the left and right arrows above the calendar to advance to the next month, or go back to the previous.
- Visible events are confirmed reservations for that date/time; days/times without events may be available. While we try to be as accommodating as possible, occasionally there are situations that cause the rooms to be unavailable, although that may not be evident on the web calendar.

To request use of a conference room, please contact Carol Merante, preferably by e-mail, and include the following:

- Your full name and telephone number
- Date being requested
- Event name
- Start time and estimated end time
- Conference room requested and approximate number of attendees
- To post on the event calendar on www.nyac.com, please also provide:
 - Contact person's name
 - Contact's telephone number and e-mail address

Please only ask for a reservation for a date/time that you have already confirmed with your group. If Carol has any questions or is unable to accommodate your request, she will contact you. Long-term scheduling (6-7 months in advance) or tentative reservations cannot be made. Carol will confirm your reservation once it is set.

To Have Other Events Posted to the Web Calendar

For events not held at the conference center, please send the event information along with any flyers or registration forms to Barbara Eastman at website@nyac.com. Events will be reviewed and appropriate events will be posted on the most applicable section of the calendar.