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We believe in the power of collaboration and when people come together, bold ideas are born, problems are solved, and organizations evolve.

**Sometimes all you need is a space to shape the future; the ATX is your answer.**
What can the ATX support me with?

The ATX is a **1500 square foot conference space** designed to host:

- Client Needs
- Conferences
- Company Offsites
Amenities

If you host your event at the ATX you can expect knowledgeable and friendly staff, space to spread out, and amenities to keep your guests happy.

100 Person Capacity
Whether you are having a meetup, class, or networking event, we can support small and large groups with the same attention to detail.

Eat-in Cafe Space
No event should go without food or drinks! Use our eat-in cafe to eat, drink, and network throughout your event.

Knowledgeable and Friendly Staff
Our staff can assist you with anything you need, including event setup, welcoming guests, & much more.

Wi-Fi
In the ATX, you never have to go unconnected. We have free high-speed wi-fi for all guests.

Breakout Rooms
Whether your group needs a place to go as part of your class, or you need to take a private call, our breakout rooms are available for you and your guests.

A/V capabilities
With a great sound system and all the latest connectors, we have what you need for a successful event or presentation.

Unlimited beverages
Our fridges stay stocked at all times, so you or your guests never have to go thirsty during your event.

Catering Assistance
Our staff can suggest the best food in the area, help you order catering, and set up the food day-of so you can focus on your event.

Charging Station
Is your battery getting low? No worries, we have a charging station that connects to all the latest models of phones!

Signage
We place signage on the first floor of the building, and by the elevators, so your guests have no problem finding your event.
We are proud to say that the cost of using the ATX is competitive with similar event spaces in the area and often times better! Additionally, we include several amenities in the price that others don’t (unlimited beverages, on-site staff on the day to name a few) and discounts are applied if you book multiple events at one time. Please reach out to find out our rates. You can contact us at 703-840-8600.
Space and Room Configurations

The ATX has the ability to be configured for a host of different activities. The maximum seated capacity of the full room is 100 people; for half the room it is 50 people. Please refer to the following pages for further information regarding room configurations. Use the diagrams as a guide, but remember that you are not limited to these set-ups.
### u-shape

**Used for:**
- This layout style is often used for Board of Directors meetings, committee meetings, or discussion groups where there is a speaker, audio-visual presentation or other focal point.

**Pros:**
- Good work space
- Good interaction between participants
- Ideal when audio-visual or speakers are involved

**Cons:**
- Not ideal for larger group

<table>
<thead>
<tr>
<th></th>
<th>Half-Room</th>
<th>Full-Room*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Tables</td>
<td>9</td>
<td>16+</td>
</tr>
<tr>
<td>Table Configuration</td>
<td>4 on each long side, 1 in the middle</td>
<td>7+ on each long side, 2 in the middle</td>
</tr>
<tr>
<td>Seated Capacity</td>
<td>20</td>
<td>34+</td>
</tr>
</tbody>
</table>
Used for:
- This table layout is often used for Board of Directors meetings, committee meetings, or discussion groups.

Pros:
- Good work space
- Good working atmosphere
- Good interaction between participants

Cons:
- Not ideal for audio-visual presentations
- Not ideal for speakers
- Not ideal for larger groups
## Classrooms

<table>
<thead>
<tr>
<th></th>
<th>Half-Room</th>
<th>Full-Room*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direction Audience is Facing</strong></td>
<td>TV</td>
<td>Projector</td>
</tr>
<tr>
<td>Number of Tables</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>Table Configuration</td>
<td>6 rows, 3 tables each</td>
<td>3 rows, 4 tables each (optional aisle)</td>
</tr>
<tr>
<td>Seated Capacity</td>
<td>36</td>
<td>24</td>
</tr>
</tbody>
</table>

### Used for:
- This room set-up is ideal for note taking, meetings requiring multiple handouts or reference materials, or other tools such as laptop computers. This is the most comfortable set-up for long sessions and allows refreshments to be placed within reach of each attendee.

### Pros:
- Presenter can see all participants
- Accommodates large groups in less space

### Cons:
- Minimal interaction possible
- Participants only see each other’s backs
# Theatre

<table>
<thead>
<tr>
<th>Half-Room</th>
<th>Full-Room*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direction Audience is Facing</strong></td>
<td>TV</td>
</tr>
<tr>
<td><strong>Number of Chairs</strong></td>
<td>~48</td>
</tr>
<tr>
<td><strong>Chair Configuration</strong></td>
<td>6 rows of 8 chairs</td>
</tr>
<tr>
<td><strong>Max Capacity</strong></td>
<td>50</td>
</tr>
</tbody>
</table>

**Used for:**
- This is the most efficient set-up when the attendees will act as an audience. This set-up is not recommended for food events or if note taking is required.

**Pros:**
- Good for large groups when reading/writing are not required

**Cons:**
- No writing surface
- Minimal group interaction
### Half-Room vs. Full-Room*

<table>
<thead>
<tr>
<th></th>
<th>Half-Room</th>
<th>Full-Room*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Tables</td>
<td>10</td>
<td>20+</td>
</tr>
<tr>
<td>Table Configuration</td>
<td>5 sets of 2, flush</td>
<td>10 sets of 2, flush – 10 on each side of room</td>
</tr>
<tr>
<td></td>
<td>4 person tables</td>
<td>6 person tables</td>
</tr>
<tr>
<td>Seated Capacity</td>
<td>20</td>
<td>30</td>
</tr>
</tbody>
</table>

### Used for:
- This room set-up is ideal for highly interactive training classes.
- Accommodates fewer attendees.

### Pros:
- Facilitates interaction between attendees sitting at the same table.

### Cons:
- Some attendees may have their back to the screen
- There is no “front” of the room where all attendees are facing

[Diagram of table configurations]
Directions
2300 Wilson Blvd. #600
Arlington, VA 22201

Phone: 703-840-8600

Metro
The ATX is located right by the Courthouse metro (Silver and Orange lines).

Parking
There is metered street parking available in the Courthouse area. Meters are monitored 8am – 8pm. Long-term meter rates are $1.50/hour and short-term rates are $1.75/hour.

The parking garage at 2300 Wilson Blvd. has limited availability during the day, but parking spots are widely available after 5pm. Other garages close by include: 2200 Clarendon Blvd., 1515 Courthouse Rd. and 2101 Wilson Blvd.

Parking is $5-14, depending on the time of day you enter and how long you park.

If you wish to have your guests parking validated at your cost, please let us know and we can set this up.