



Planning an Event?

Choose **Innovare Advancement Center.**

For small or large meetings, conferences, seminars, workshops & more.

Innovare Advancement Center has space to accommodate events up to 200 people.

Two auditoriums with seating for 100 each that easily convert to a full auditorium in minutes, five external private conference rooms to seat from 10 - 20, an open board room, two working open collaborative offices, two open meeting rooms, plus three outdoor patios to enjoy - **the possibilities are here for you to make things happen.**

- Complimentary Wi-Fi
 - High speed internet
 - Adjustable rooms with chairs, monitors, and tables, all on wheels
 - Complimentary Zoom accessibility
 - Large monitors
 - Screen and presentation sharing
 - HDMI connections
 - White boards
 - Podiums
 - Mics: lapel, gooseneck, and handheld
 - Bits & Bytes Kitchenette; small fee for snacks, coffee, assorted beverages; complimentary use of microwave and refrigerator
 - Griffiss Institute team support*
 - Welcome Center
 - Event planning
 - Menu planning and assistance
 - IT and multimedia support
- *Additional costs may be associated*

Get the conversation started with one of our team members - put your request in for space [here](#).

Level I
No cost. Included in services within Partnership Intermediary Agreement

- Booking space assistance
- IT/Multimedia support for screen sharing, Wi-Fi login
- Access to room and day badging

Level II
\$ - *Some cost may be associated

- All of Level I support
- *Griffiss Institute team support (*Event Coordinator, Guest Relations*)
- IT/Multimedia on-site support for length of event/meeting
- Customized room layout (*some rooms cannot accommodate some styles*)
 - Classroom style (*table and chairs in rows or amphitheater*)
 - Boardroom
 - Pods
 - Chairs only
- Carafe of coffee

Level III
\$\$\$ - *Additional cost associated

- All of Level II support
- *Griffiss Institute team support (*Community Curator, Event Coordinator, Multimedia, IT, Guest Relations, SME*)
- Assistance with registration & check-in
- Setup & cleanup
- Assistance in hospitality; food & beverage, paper products
- Office supplies; pens, paper, tape, markers, etc.
- Marketing assistance; social media, website widgets, print, ads, copywriting, communications