

METRO MEETING CENTERS – BOSTON

Introducing Boston's newest conference center. Metro Meeting Centers – Boston is an upscale, non-residential conference center located at 101 Federal Street in the heart of the Financial District.

The Centers are available for meetings, conferences, seminars, and other events for groups up to 150 guests.

HERE IS WHAT MAKES METRO MEETING CENTERS SPECIAL

BOOKING – SIMPLE AND EASY – START TO FINISH

Planning a meeting is simple and precise. Within one brief telephone call or email, information required for reserving meeting space and planning your program is gathered quickly, in fact, usually within minutes.

PRICING – INCLUSIVE DAY MEETING PACKAGES

Our rates are simple and include all of the elements you need for a successful meeting. Our full-day meeting package includes: refreshment breaks, a well-designed and comfortable meeting room, luncheon, and audio-visual equipment (including a data projector).

CONFERENCE ROOMS – READY FOR LEARNING

Experience new, well-designed conference rooms complete with ergonomic furnishings, solid walls, and brimming with technology.

CUSTOMER SERVICE – FOCUSED ON YOU

The Metro Meeting team are experienced conference center professionals. All of our team members are empowered to provide service which supports your needs and timing. Our on-site team includes an AV/technology specialist, skilled conference planners, and a support staff focused on your event.

FOOD AND BEVERAGE – FIRST-RATE

Prepared and served to exacting standards. Whether your group samples our refreshment breaks or luncheons, a single standard of quality pervades our food service. Fresh-baked breads and pastries, carefully selected fruit platters, lunches with the freshest ingredients and varied choices are the hallmark of Metro Meeting Centers – Boston. Bon appetit!

CONVENIENT LOCATION – IN THE HUB OF BOSTON'S FINANCIAL DISTRICT

The Center is convenient to public transportation, including the commuter rail, all MBTA lines (Red, Green, Orange, Blue, and Silver Lines), and South Station. Logan International Airport is a short ride or water shuttle away. Nearby parking is available.

MEETINGS MATTER...MAKE IT METRO™



METRO

MEETING CENTERS



METRO MEETING CENTERS – BOSTON

101 Federal Street, 4th floor
Boston, MA 02110
tel – 617 737 1200
fax – 617 399 5230
www.metromeetingcenters.com

AN
UPSCALE, DOWNTOWN
CONFERENCE CENTER



COMPLETE MEETING PACKAGE INCLUDES

- Continental breakfast
- Continuous refreshment break service
- Elegant luncheon buffet
- Dedicated Conference Planner
- On-site audio visual and technical support
- Purpose-built meeting rooms
- Open space for team networking
- Conference pads and pens
- Bottled water and hard candies
- Easels and flip charts
- Whiteboards and markers
- Tackable wall rails
- Conference designed lighting
- Individual room HVAC controls

MEETING ROOMS

- Crestron® control panels
- Wireless and wired high speed Internet access
- Ceiling mounted LCD projectors
- Motorized electronic projection screens
- Electronic window shades
- Audio visual components including DVD, CD, and VCRs
- Amplified sound system
- Ergonomic chairs
- Conference tables with non-glare tops

DINING ROOM

- Restaurant style seating with banquettes
- China and glassware service
- Table cloths as well as paper covering tables...for those who want to work at lunch, go ahead and write on the table...we'll even supply the markers

TYPICAL MENUS

CONTINENTAL BREAKFAST SERVICE (7:30AM - 11AM)

- Starbucks® coffee, teas, juices, bottled water & beverages, and sodas
- Fresh fruit
- Freshly-baked pastries and Finagle-a-Bagel® bagels
- Philadelphia® cream cheese, jams, and butter
- Yogurt, cereals, and breakfast bars

BUFFET LUNCHEON INCLUDES

- Salad bar with seasonal selections
- Freshly baked rolls and breads
- Chef's selection of hot entrees, including vegetarian options, served with seasonal vegetables and side dishes
- Dessert selection includes Viennese-style pastries and bakery-fresh cakes, pies, and tortes

AFTERNOON REFRESHMENT BREAK

- Starbucks coffee, teas, juices, bottled water & beverages, and sodas
- Fresh fruit
- Freshly baked cookies or brownies
- Selection of dry snacks and "kid-at-heart" sweet treats
- Rotating selection of specialty snacks like warm apple crisp, cheese and crackers, freshly popped pop corn, and premium ice cream

OTHER CONFERENCE CENTER SERVICES

- XM radio sound system with Bose® speakers
- Copying, faxing, printing, and computer file copies
- FedEx® and courier
- Free wireless Internet access
- Video and audio teleconferencing