Conference Center

The Conference Center is located on the east side of the hotel complex. From the elevator lobby on the first floor, as you exit the elevator lobby (going west) walk to the rug and turn left (south). Continue walking and you will come to the east end of the coffee shop. Turn left (east) and you will be heading into the Conference Center. The hallway narrows and ceiling lowers and there is a carpet as you enter this area. On the right is a small setback that provides access to the restrooms. Men’s room is on the right and Women’s room on the left. Continue traveling east and there is another opening on the right that has two water fountains on the right wall. Continue east and the area will open up to the Westminster Foyer.

The basic shape of the conference center is the South Foyer going east and at the end of the hallway, the East Foyer hall turns left and goes north. On the right (south) side of the South Foyer and the right (east) side of the East Foyer the walls are glass. There are double doors along the outside glass walls to access the Fountain Greens and South Courtyard. Between the doors there maybe chairs and tables (it’s all movable).

There is a central carpet that is bordered by tile throughout the conference center and the entrance to all rooms has a tile entrance. All meeting rooms and ballrooms have a double door entrance that is setback approximately 5 feet so that when the doors are open they do not extend into the hallway.

As you enter the South Foyer the conference registration desk will be on the left (north). Across from the registration desk are double doors to the Fountain Greens. Just past the registration desk on the left (north) is a hallway (Standley Foyer) that accesses meeting rooms. On the right (east) is Cotton Creek I and Cotton Creek II. Both rooms have one set of double doors at the entry. Directly across from the Cotton Creek rooms on the west side are the Meadowbrook I and Meadowbrook II. Both rooms have one set of double doors at the entry.

Continuing north past the Cotton Creek and Meadowbrook rooms the Standley Foyer opens with the Waverly meeting room on the right (east) and the Windsor meeting room on the left (west). Past the Waverly and Windsor meeting rooms on either side of the Stanley Foyer are service doors.

At the north end of the Standley Foyer is the Standley Ballroom I (west side) and Standley Ballroom II (east side) has doors to access the ballroom(s) in the center.

Most meeting rooms will have a theater or classroom set up and you a generally entering from the back of the room.

As you exit the Standley Foyer turn right (west) to access restrooms or return to the hotel lobby (registration desk). Turn left (east) and on the left (north) there are two sets of double doors. The first set is to Westminster Ballroom I and the next set is to Westminster Ballroom II. At the east end of the corridor, turn left (north) into the East Foyer and on the left (west) is a set of double doors that are the side entrance to Westminster Ballroom II. Continuing north along the East Foyer, the next set of double doors is the entrance to Westminster Ballroom III and the last set of doors on the left is the entrance to Westminster Ballroom IV. Past Westminster Ballroom IV is the entrance to the hallway to access restrooms. As you enter the ballrooms your will entering the back of the meeting area with the presenter’s table at the front of the ballroom. Most ballrooms will have a banquet style set up.

Lake House

The Lake House is part of the conference center but it is located outside of the main entrance to the hotel and to the right (north). As you exit the main doors, turn right and as you exit the overhang, keep the sound of the traffic on Westminster Blvd in front of you and the sound of the fountain in the lake on your right. Follow the sidewalk along the exit drive from the hotel, it will curve to the left, you will approach the Lake House (on your right [north]). The double doors to the Lake House lead to a foyer. On the right is a setback (east) that accesses the restrooms. On the right is the Men’s restroom and the Women’s restroom is on the left.

Continuing north in the corridor you will come to a set of double doors that lead to the main meeting room.

Restrooms

Men’s restroom - as enter turn there is a vanity wall on the left. Continue past the wall and turn left and on the left will be a vanity with two sinks (motion activated) and the paper towel dispenser and disposal (below) are on the wall opposite the sinks. Past the sinks on the left is a urinal (automatic flush) with privacy walls and then a stall manual flush. As you exit the restroom, to the left is a water fountain near the front door. To the right (north) at the end of the foyer is the meeting room

Women’s restroom - as enter turn there is a vanity wall on the right. Continue past the wall and turn right and on the right will be a vanity with two sinks (motion activated) and the paper towel dispenser and disposal (below) are on the wall opposite the sinks. Past the sinks on the right are a couple of stalls manual flush. As you exit the restroom, to the left is a water fountain near the front door. To the right (north) at the end of the foyer is the meeting room.