



# The Ottawa Training Centre

**Do you need a high-quality, low-cost, flexible meeting or training venue in a superb downtown Ottawa location?**

The Ottawa Training Centre is a state-of-the-art, purpose-built, flexible venue designed to meet all your training, corporate meeting and conference needs. Located in the Place Bell Building, the Ottawa Training Centre is in the core of Ottawa, central to government and corporate activity.

Take advantage of our highly competitive pricing, with flexible packages that can be structured around your individual requirements. Benefit from our superb facilities to ensure the best service for you and your attendees. Facilities and services include:

- Fully equipped training rooms, including A/V equipment, flip charts and room layouts to suit your specific needs
- PCs ready for use, and on-site technical support
- Comfortable break areas and hospitality
- High-speed Internet access
- A spacious reception area with free Wi-Fi
- Natural daylight in all rooms
- An experienced and friendly staff

The accompanying data sheets provide more information on the options available. To discuss your specific requirements, find out just how competitive our pricing is, or to arrange a viewing of the venue, please call us toll free at 888-206-5809 or e-mail us at [roominfo@trainingrooms4rent.ca](mailto:roominfo@trainingrooms4rent.ca)

"Given the many venues we could have chosen to rent to conduct our training sessions in for our Annual User Conference, we decided to go with Learning Tree...and are very glad we did so. Not only were the facilities convenient to the rest of the conference, but also extremely professional and comfortable as well.

We especially appreciated all the help we received both preconference and during the event itself with the Learning Tree staff going the extra mile to provide our clients with a world-class customer experience. With regard to the technical support, Learning Tree was quick to respond and helped us maintain our professional composure."

***- M. Lemmex, Quality Training Manager, Halogen Software***

Learning Tree International  
Ottawa Training Centre  
2300-160 Elgin Street  
Ottawa, ON K2P 2N8  
Toll Free: 888-206-5809  
Fax: 613-237-4588  
[www.trainingrooms4rent.ca](http://www.trainingrooms4rent.ca)

# Book Your Next Meeting or Conference Today!

Near hotels, restaurants and transportation

Our flexible corporate venues are state of the art and built to meet all your training, corporate meeting and conference needs. You can choose from a wide variety of room styles, and the setup can be customized to meet your specific requirements.



When you book your meeting at one of our locations, you will enjoy:

- Convenient and flexible booking services
- On-site administrative services, including badge distribution, room direction and messaging services
- A comfortable lounge offering Wi-Fi and a range of beverages
- Flexible room setup—including classroom, pod, U-shape and theatre-style
- Rooms with individually controlled air-conditioning, comfortable chairs and spacious tables
- Presentation equipment, including flip charts, projectors and projection screens
- PC and flat-screen monitors
- High-speed Internet access in every room
- On-site technical support

CA1007 RRFL-OTT



Ottawa



Toronto

- Training Rooms
- Conference Rooms
- Board Rooms
- Theatre-Style Rooms



Reception Area

Conference Rooms



Training Rooms



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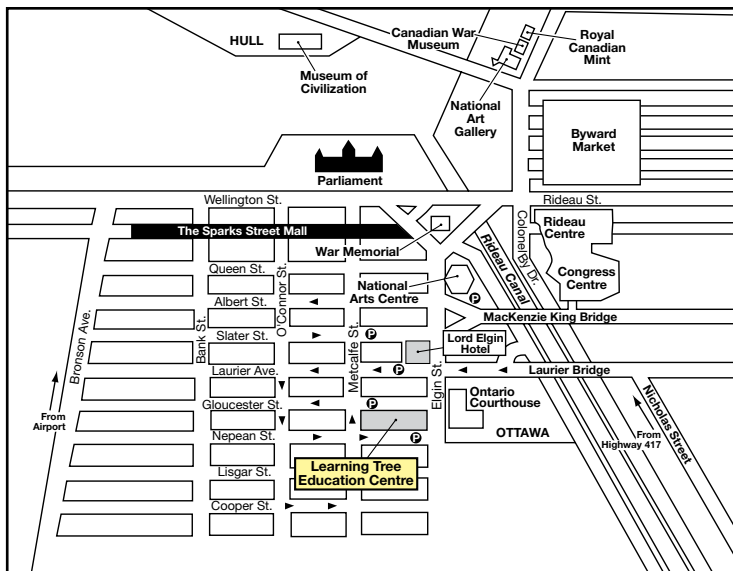
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Ottawa

The Ottawa Training Centre is conveniently located in the downtown core.



## Weekday Charges (per day)

Room charge (up to 32 persons, available 8 a.m. to 5 p.m.):

- Fully furnished: \$600
- With individual PCs and basic software: \$25 per PC (maximum of 16 PCs)

Hospitality—per person: \$12

Internet access: *Included*

Projectors: *Included*

Screens: *Included*

Facilitator PC: *Included*

Extended Hours (Available 7 a.m. to 8 a.m. and 5 p.m. to 8 p.m.):

- \$50/hr

## Weekend Charges (per day)

Room charge (up to 32 persons, available 8 a.m. to 5 p.m.):

- Fully furnished: \$1,130
- With individual PCs and basic software: \$25 per PC (maximum of 16 PCs)

Hospitality—per person: \$12

Internet access: *Included*

Projectors: *Included*

Screens: *Included*

Facilitator PC: *Included*

## One-Time Charges

Initial setup: \$100

Subsequent setup: \$100

Setup of your custom corporate hardware: \$150

Custom software load (if requested): \$300

In-room printer: \$50

## Optional Services

Computer services or technical support: *Inquire for pricing*

Lunch (per person): *Inquire for pricing*

Photocopying: *Inquire for pricing*

All prices are in Canadian dollars. All charges are subject to applicable taxes. Any changes in attendee numbers need to be confirmed two weeks prior to start date.



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