

WELCOME

The Ting Tsung and Wei Fong Chao Foundation Conference Center is located on the seventh and eighth floors of the Jan and Dan Duncan Neurological Research Institute at Texas Children’s Hospital, located at 1250 Moursund Street in Houston, Texas. This state of the art venue has been designed to host conferences, large group collaborations, and a variety of other events. With a 2-story auditorium, a large classroom, and 2 executive style board rooms, the center offers over 20,000 square feet and can accommodate groups ranging from 12 to 400 people.

To request a reservation, please complete the [NRI Reservation Request Form](#).

CONFERENCE CENTER POLICIES & PROCEDURES

Costs: Although the conference rooms may be scheduled by Texas Children’s departments free of charge, a cost center is required with each reservation request in case of damage to the rooms or equipment. Please see applicable fees below.

Conference Center Fees

• No show or failure to cancel reservation 48 hours/ 2 business days in advance	\$50.00 (per day & per room)
• Projector is left on after meeting	\$75.00 (per day)
• Violation of Safety Guidelines and Regulations (may include and is not limited to exceeding capacity, using prohibited materials such as latex or flames, etc.)	\$200 (does not include potential citation fees issued by the Fire Marshal)
• Room or Equipment Damage (may include and is not limited to walls, carpet, AV equipment, tables, chairs, failure to clean up after meeting, etc.)	Cost of repair/replacement/additional staffing

Recurring Meetings: Recurrent meeting invites may only be submitted for the current or upcoming fiscal year, and must include a start and end date.

Room Reservations: Reservations should be submitted 48 hours/2 business days in advance and may only include dates in the current and next fiscal year. All rooms are scheduled on a first come, first served basis. On rare occasions it may be necessary to reassign groups to a different conference center room from the one that was originally scheduled. The conference center reserves the right to withdraw acceptance of a reservation if a critical need supersedes it. Should this situation arise, an NRI representative will make every attempt to identify an alternate room on campus.

Reception/Stair Lobby Area Reservations: The reception and stair lobby areas may also be requested with your initial reservation request. Please note these requests are subject to review and should align with Texas Children’s Hospital organizational priorities and mission.

Cancellations: Cancellations are required at least 48 hours/2 business days before the scheduled event. Failure to notify will incur a fee of \$50 per day per room. Requestor is responsible for notifying vendors of cancellation as well.

Amenities: In order to better serve those who use the facility, a list of amenities provided during conference center business hours are listed below. Please note, services not provided should be outsourced by requestor.

Provided Upon Request	Not Provided
<ul style="list-style-type: none">• Handheld microphone• Lapel microphone• Hearing assistance devices• Adapters• Wireless remote laser presenter	<ul style="list-style-type: none">• Texas Children’s system login• Laptops• Table cloths• Catering / Beverages• Easels• Printer

EVENT COORDINATION

Deliveries: The requestor is responsible for all coordination related to the meeting including catering arrangements and rentals (additional tables, chairs, linens, and audio-visual equipment not provided by the conference center). Event requestor is responsible for meeting vendors on the first floor and escorting them to the conference center, as well as coordinating access throughout the duration of the event. Vendors should be notified to pick up their items immediately following event close, as there may be other requestors utilizing the space.

Food and Beverages: The conference center does not provide food and beverage service. Food and beverages are not allowed in the auditorium, however, they are allowed in the conference rooms.

Audio-Visual: All rooms are equipped with audio-visual equipment including: video display, conference phone, a PC connected to Texas Children’s network, and a laptop connection. Wireless handheld microphones, lapel microphones are available upon request. For hearing assistance devices please contact Julian Gaton (Julian.Gaton@bcm.edu). If your event requires a presentation that is in atypical format, it is recommended that you supply your own laptop.

Signage/Decorations: Daily schedules of the day’s events are located on the screens outside of each conference room.

- Signs and flyers may not be taped, nailed, or thumb-tacked to any surface, i.e. walls and ceilings, on the NRI 7th Floor (within rooms or outside).
- You may NOT use painters tape inside of the conference center rooms to hang posters.

Exhibitors: Easels are available for rent for medical conferences if an exhibitor’s purpose is educational and aligns with Texas Children’s mission. Activities cannot be for solicitation purposes and cannot personally benefit an employee. Please review the Texas Children’s policies addressing exhibitors as well

as the Non-Solicitation and Non-Distribution Policy. If event provides CME credits please also review the specific guidelines for CME events.

Safety: Texas Children's policy is to foster a safe environment for patients, visitors, employees, and affiliated personnel. The following policies must be adhered to in order to ensure safety. Violations of safety policies will be reported immediately to officials on-site. If you have additional questions regarding safety policies please contact the Environmental Health and Safety department directly.

- Burning candles or other flame producing products are prohibited. Please refer to the applicable policy.
- Any work which will temporarily or permanently interfere with fire suppression, fire exiting, and fire and smoke containment systems is prohibited per City of Houston Fire Code.

Latex/rubber balloons may not be sold or used in any Texas Children's owned or operated facilities or in leased space in buildings not under the authority of Texas Children's.

Security: For events that extend beyond the building's business hours of 8 a.m. – 5 p.m., a [Security Special Event Request Form](#) should be submitted at least 1 week prior to the event date. If you cannot access the form, please email [Security Services](#) with your event details.

Parking: Visitor parking is available at the following locations:

Texas Medical Center Garage 15	6550 Bertner Avenue
Texas Medical Center Garage 6	1329 Moursund Street
Texas Medical Center Garage 2	1151 E. Holcombe Boulevard

To purchase validations, please email Validations@tmc.edu. An email notification will be sent to confirm completion and order delivery details. For additional information on visitor parking, please visit [Texas Medical Center - Visitor Parking](#).

RESERVATION REQUEST SUBMISSION

Please visit the [NRI Conference Center](#) site for center information and the reservation request form. The calendar is updated daily and due to the high demand of conference center rooms, requests must be submitted 72 hours/3 business days in advance.

Once your request is submitted, you will receive a response within 48 hours/2 business days. If you have additional questions regarding the NRI 7th Floor Conference Center, please send your inquiry to nrireservations@texaschildrens.org and an NRI representative will assist you.

ADDITIONAL MEETING / EVENT SERVICES CONTACTS

Department or Service Type	Contact	Services Provided
Information Services	832-824-3512	Audio visual support Computer or laptop support Video conference technology support Conference phone assistance
Security Department	832-824-5400	Special event coverage
Facilities	832-824-5000	Assistance with event setup/breakdown
Supply Chain	832-824-8720	Notify loading dock when event deliveries expected