



# Agency Conference and Meeting Rooms

An Additional Help for ADS Chapter 519

New Edition Date: 07/19/2016  
Responsible Office: M/MS/HMD  
File Name: 519saa\_071916

Name of Room	Room Number	Contact Person	Contact Phone
<b>Ronald Reagan Building</b>			
Management (M) Bureau Conference Room	6.8.083	Latasha Harris M front office staff	202-712-4977 202-71 2-1200
Bureau for Food Security (BFS) Conference Room	2.09 D/E	Selinda Montgomery	202-712-1663
General Counsel (GC) Conference Rooms	6.6.120 LG 6.6.097 SM	GC Main Line Joy Burriss Kim Minor	202-712-0900 202-712-5596 202-712-1646
Point IV Conference Room	6.8A	Donna Sediqui	202-712-4207
Legislative and Public Affairs (LPA) Conference/ Team Rooms	6.10.102	Sharon Cahill Cynthia Covington	202-712-4223 202-712-1395
	6.9-E		
Policy, Planning and Learning (PPL) and LAB Conference Rooms	Mandela Room 7.08-440/450	Matthew Kimmel Annie Tulann	202-712-5814 202-712-1915
	7.08-460	<a href="mailto:labams@usaid.gov">labams@usaid.gov</a>	
	7.09-100	<a href="mailto:labams@usaid.gov">labams@usaid.gov</a>	
M Bureau, Office of Management Services, (M/MS/HMD) Scheduled Conference Rooms	B3.06M 2.12-82A/B 7.8C/D	lantha Jones Linda Levine	202-712-5456 202-712-1762
Economic Growth, Education and Environment (E3) Conference Room	3.877	Bethany White	202-216-3307
Middle East Conference Room	4.9.006	Maian Venable	202-712-0300

Name of Room	Room Number	Contact Person	Contact Phone
Middle East Team Room	4.10.013	April Higgs	202-712-1769
USAID Library Conference Room	Mezzanine level	Ashley Heiber Nicole Bridge	202-712-1158 202-712-0354
<b>2 Potomac Yard</b>			
8 <sup>th</sup> Floor	8-100	Sean Hofmann	703-666-5695
	8-103		
	8-101		
	8-201		
10 <sup>th</sup> Floor	10-100		
	10-101		
	10-102		
	10-203		
	10-204		
	10-205		
11 <sup>th</sup> Floor	11-100		
	11-110		
	11-111		
	11-119		
	11-121		
	11-204		
	11-212		
	11-216 11-217		
<b>SA-44</b>			
5 <sup>th</sup> Floor	512-G	Deanna Armstrong	202-567-4705
	529-B		
	550-N		
	550Q		
	557		
	567-L		

AV Equipment: To request Audio/Visual equipment for a meeting, call 2-1234 or send an email to the M/CIO-Help Desk with the date, time and equipment needed. Reservations for bureau conference rooms may be cancelled (bumped) to accommodate priority requirements of senior officials in the bureau.

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