

Arizona State University

Barrett & O'Connor Washington Center Event Guide

ASU Barrett & O'Connor Washington Center

1800 I Street, NW
Washington, DC 20006

Main: (202) 446-0380

Fax: (202) 446-0390

<https://washingtondc.asu.edu>





Welcome

On behalf of Arizona State University, welcome to the Barrett & O'Connor Washington Center. We are pleased you are considering hosting your program with us.

Located one block off of Farragut Square in downtown Washington, DC, this eight-story facility has been thoughtfully constructed to offer a variety of meeting, classroom and event spaces to accommodate large and small functions alike.

The following information has been compiled as a resource to help ASU faculty and staff in their planning. Our facility staff will also gladly assist you with your planning needs. Please don't hesitate to ask.

Reserving the ASU Barrett & O'Connor Washington Center

Please consider the following questions when booking your function.

- What is the date and time you are seeking to host your function?
- How much time will you need for set-up and breakdown?
- How many people do you expect to attend?
- What type of function is it? (Standing reception, seated presentation, class, etc.)
- What audio-visual equipment will you need? The ASU Barrett & O'Connor Washington Center has many built-in audio-visual capabilities and staff members from the University Technology Office on-site to assist you.
- What food and beverage needs do you have? An abbreviated list of caterers is contained in this packet. We will also be happy to recommend local caterers based on your needs and budget.
- Who will be the on-site contact the day of the event?
- Who will be helping to arrange the event logistics in advance?

Please contact Roxanne Ladd at Roxanne.Ladd@asu.edu or (202) 446-0381 to check room availability and discuss your programmatic needs. **Note that this document was created specifically to assist ASU entities and its partners. The Barrett & O'Connor Center is not available for rental or private use.**

Average Catering Costs in Washington, DC

Continental breakfast - \$10 to \$13 pp Hot

buffet breakfast - \$15 to \$19 pp

Sandwich lunches or box lunches with appropriate sides/desserts - \$13 to \$17 pp

Hot lunch/dinner served buffet style with appropriate sides/desserts - \$16 to \$25 pp

NOTE that all food and beverage will incur a 10% DC sales tax and delivery fees/service charges, as applicable. Service charges will vary by vendor up to 23%.

Food and Beverage

The below list represents a small sampling of catering options available near the Barrett & O'Connor Washington Center. Each was chosen based on quality, affordability and proximity (or their delivery policy).

Please let us know if you would like more options or have any specific needs/requests.

- [Corcoran Caterers](#) – corporate drop-off and full service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- [Corner Bakery](#) – breakfast and lunch options including sandwiches and salads. Located a half block from the Barrett & O'Connor Washington Center. Delivery available.
- [Devon & Blakely](#) – breakfast and lunch including basic continental, sandwiches and soups. Located a half of block from the Barrett & O'Connor Washington Center. Delivery available.
- [MENUS Catering](#) – corporate drop-off and full service catering; hot and cold breakfast, lunch and dinner options. Delivery only.
- [Pret A Manger](#) – healthful and organic breakfast and lunch catering options including salads and sandwiches. Located directly across from the Barrett & O'Connor Washington Center. Delivery available.
- [Simplicity](#) – corporate drop off including breakfast, lunch and reception options. Delivery only.
- [W. Millar & Co. Catering](#) – corporate drop-off and full service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Online ordering available. Will accommodate orders until 4:30PM the day prior. Delivery only.

Capacity Chart

Room	Existing Set-up	Boardroom	Theater	Class-room	Rounds	Reception	Audio/Visual	Notes
Conference room 116	Boardroom	6 (can add 4 chairs additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Decision Theater	Classroom (four tables in a semi-circle)	N/A	20	12 (can add 6 additional chairs around perimeter)	N/A	N/A		See 'Decision Theater' on page 5
Conference room 208	Boardroom	8 (can add 4 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Classroom 201	Classroom	12	18	12	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	- Two flat panel screens mounted to wall - Tables can be removed but are only powered when in classroom set-up
Classroom 211	Classroom	16	28	22	16 (two rounds of eight)	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	- Two flat panel screens mounted to wall - Tables can be removed but are only powered when in classroom set-up
Enclave 203	Round table	4	N/A	N/A	N/A	N/A	N/A	
Enclave 205	Rectangular table	5	N/A	N/A	N/A	N/A	- Video conference - PC with internet access - PowerPoint	One flat panel screen mounted on wall
Conference room 308	Boardroom	8 (can add 6 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall

Capacity Chart (continued)

Room	Existing Set-up	Boardroom	Theater	Class-room	Rounds	Reception	Audio/Visual	Notes
Conference room 405	Boardroom	8 (can add 2 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	One flat panel screen mounted to wall
Conference room 616	Boardroom	14 (can add 6 additional chairs around perimeter)	N/A	N/A	N/A	N/A	- Video conference - Audio conference - PC with internet access - PowerPoint	Two flat panel screens mounted to wall
Enclave 717	Rectangular table	5	N/A	N/A	N/A	N/A	N/A	
Enclave 719	Rectangular table	5	N/A	N/A	N/A	N/A	N/A	
Event Pavilion – Eighth floor	N/A	20	70	50	64 (eight rounds of eights)	100	- Video conference - Video recording - Audio conference - PC with internet access - PowerPoint - 3 microphones (2 handheld, 1 lavalier)	- Onescreen mounted to wall - Will seat 28 in a hollow square - Podium - Can also accommodate a maximum of 24 U-shape and 32 in a hollow square

Complimentary Wi-Fi is available throughout the building via ASU's guest Wi-Fi network.

Decision Theater

The Decision Theater uses state-of-the-art expertise in collaborative, computing and display technologies for data visualization, modeling and simulation. It is a powerful tool for helping subject-matter experts and policymakers simplify and visualize complex problems, in order to produce better solutions.

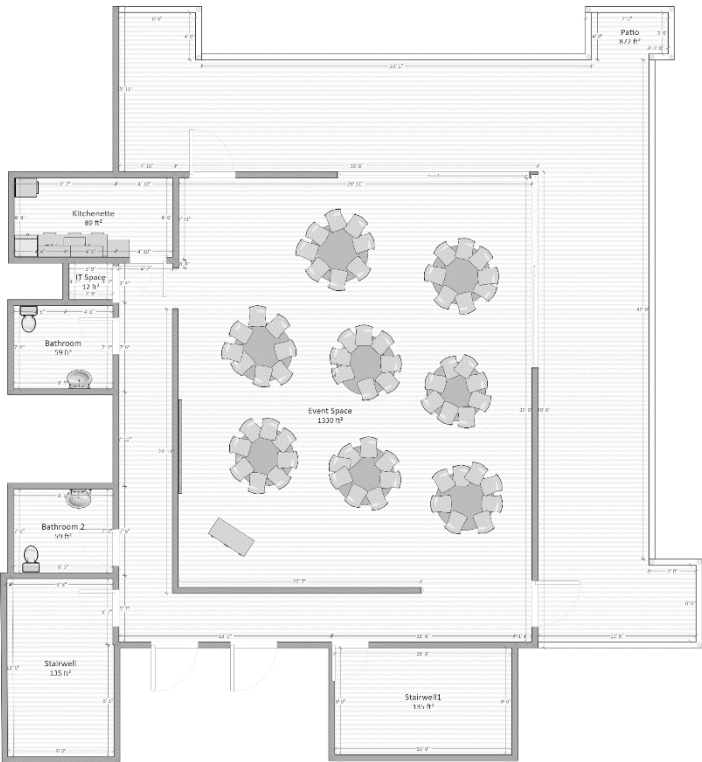
By creating interactive, collaborative models in an immersive, visually stimulating environment, the Decision Theater brings clarity to complex data and analysis. The goal is to display the dynamics of a problem, and the effects of various policy options, in a clear and compelling manner – thus helping experts develop and demonstrate the best approaches to addressing a given problem. More information about the Decision Theater is available at dt.asu.edu.

Event Pavilion - 8th Floor

The eighth floor Event Pavilion is the largest and most flexible space at the Barrett & O'Connor Washington Center. Flanked on two sides by an outdoor patio, retractable doors can be adjusted to create an indoor/outdoor reception space.

The Event Pavilion is fully audio-visual capable and includes a catering kitchen, moveable coat racks and two dedicated restrooms.

Round Table Style



Classroom Style



Theatre Style



Traveling to the Barrett & O'Connor Washington Center

ASU Barrett & O'Connor Washington Center 1800 I Street, NW
Washington, DC 20006

Metro – The Washington Center is metro accessible via the Farragut West metro station – 18th Street exit (blue, orange and silver lines). Upon exiting the station, the facility will be on the corner behind you at 18th and I.

The Farragut North metro station is also in walking distance - approximately three blocks walk (red line).

Uber/Lyft/Taxi – Taxi cabs and shared riding options are readily available throughout Washington, DC and will be easy to access when departing the Washington Center.

Parking – Street parking is very limited. If you cannot find a metered spot, we suggest the following local parking garages:

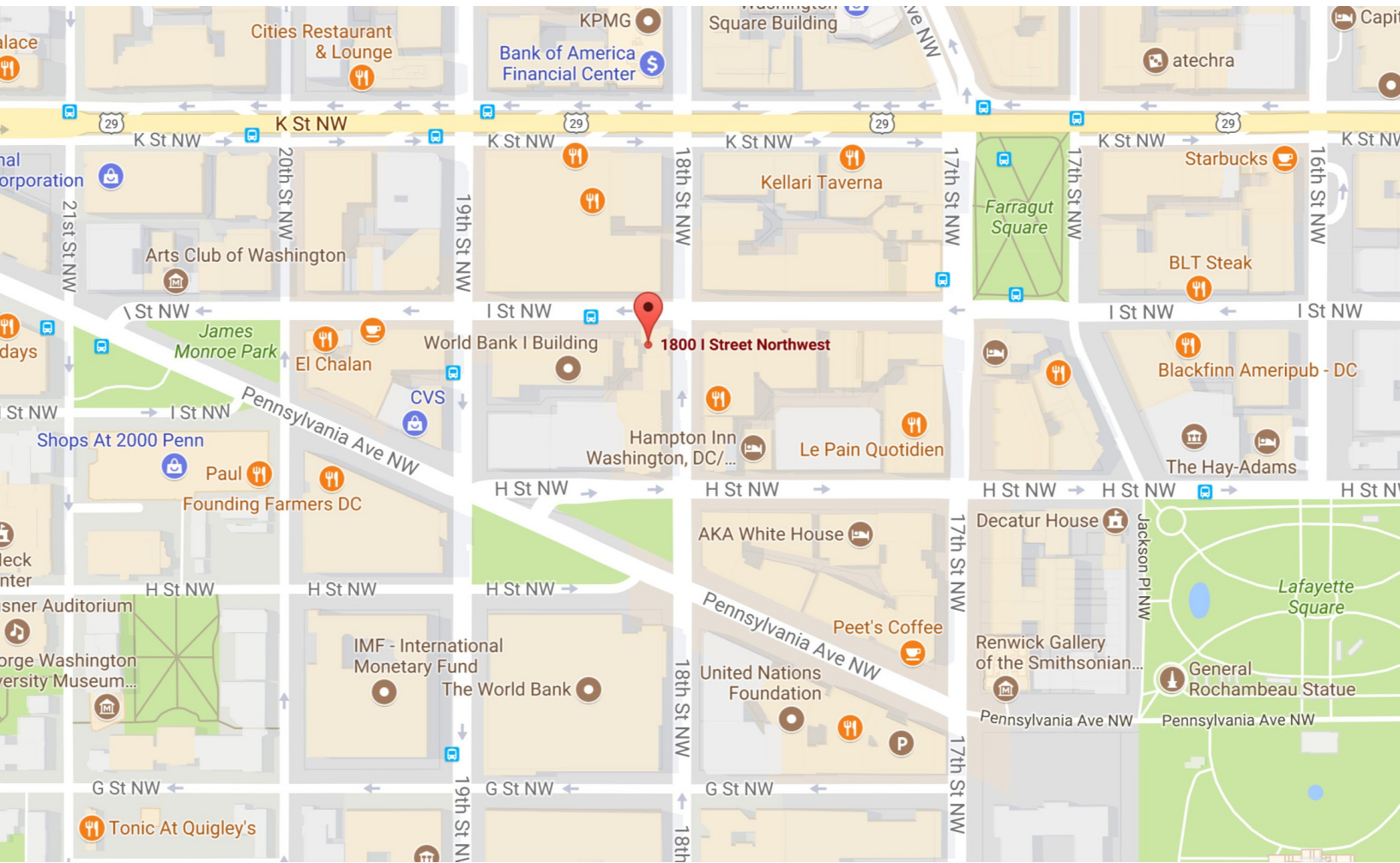
- Colonial Parking – 1775 I Street, NW
Open Monday thru Thursday, 7:00AM to 8:00PM
Friday, 7:00AM to 10:00PM
Saturday, 7:00AM to 3:00AM
\$12 for the first hour; \$20 daily max
- Farragut Center Parking – 1725 I Street, NW
Open Monday thru Friday, 7:00AM to 10:00PM
\$12 for the first hour; \$20 daily max
- PMI – 1722 I Street, NW
Open Monday thru Friday, 7:00AM to 7:00PM
\$12 for the first hour; \$20 daily max
- Penn Parking – 1801 Pennsylvania Avenue, NW (access via 18th Street)
Open Monday thru Friday, 7:00AM to 7:00PM
\$12 for the first hour; \$20 daily max

Traveling to Washington, DC – Airport and Hotels

Airport – The closest airport is Ronald Reagan Washington National (DCA). A cab ride from the airport to the facility will cost \$20-30 depending on traffic. Guests can also utilize Metro – take the blue line towards Largo Town Center. Get off at Farragut West (seven station stops).

Hotels – The following are a selection of hotels near the Washington Center. Our staff can provide additional recommendations should you need them. Room nights should be booked as far in advance as possible. Rates are always in flux due to the city's busy convention and tourism industries.

- **[AKA White House](#)**
1710 H Street, NW
Washington, DC 20006
Located 1.5 blocks from the Washington Center, AKA White House offers all-suite accommodations including a full kitchen, living room, bedroom and 1.5 baths.
- **[Hotel Lombardy](#)**
2019 Pennsylvania Ave NW
Washington, DC 20006
European-style boutique hotel. Affordable rates. Three blocks walk. Popular with visiting ASU staff.
- **[Capital Hilton](#)**
1001 16th St. NW
Washington, DC 20036
Four blocks from the Washington Center. Standard rooms and rates.
- **[The Mayflower Hotel](#)**
1127 Connecticut Avenue, NW
Washington, DC 20036
A Marriott property. Four blocks walk. Standard rooms and rates. Government rate available in limited quantity. Your ASU ID will be required at check-in.
- **[Hotel RL Washington DC](#)**
1823 L Street, NW
Washington, DC 20036
Approximately three blocks from the Washington Center. Reasonable rates but smaller than average rooms.
- **[Hampton Inn Washington, DC](#)**
1729 H Street, NW
Washington, DC 20006
Very affordable 2-star hotel. A bit dated. Often used by staff for very short stays. One block from building.



ASU Barrett & O'Connor Washington Center

1800 I Street, NW
Washington, DC20006

Main: (202)446-0380

Fax: (202) 446-0390

washingtondc.asu.edu

