



Conference Center

S e r v i c e s G u i d e



Conference Center

Offering Affordability and Excellent Service

MCHC's Conference

Center is the perfect

location for meetings

or special events.

The facility offers flexible

accommodations,

a convenient location

and a cost-effective

package for off-site

meetings, seminars,

planning sessions and

award ceremonies.

Flexible Accommodations

MCHC's Conference Center offers all of the accommodations needed for a successful meeting: attractive rooms, flexible space configurations, convenient hours, audio/visual services and appetizing food.

Designed for privacy and practicality, the Conference Center features 8,000 square feet of meeting space—spread across six rooms of various sizes—that can be configured in a variety of seating styles, to accommodate two to 150 people. Both daytime and evening hours, and a full line of advanced audio/visual services are available. In addition, a wide range of catered snacks and meals are available to complement the occasion, while personalized service from Council staff assures complete satisfaction.

Convenient Location

Available to both MCHC members and the public, the Conference Center is located at the Council's headquarters, on the 19th floor at 222 S. Riverside Plaza. Adjacent to Union Station, the Conference Center is also within blocks of commuter trains arriving at Ogilvie Transportation Center and LaSalle Street Station, as well as CTA buses and elevated trains. The center's West Loop location (at the southeast corner of Adams at Canal) is easily accessible by major expressways, and affordable parking is readily available.

Cost-Effective Package

MCHC members can take advantage of discounts on Conference Center rental rates (see attached schedule).

To request price information, or schedule a tour of MCHC's Conference Center, please call Abby Van Wieren, coordinator, Meeting Services, at (312) 906-6048.

"We were all amazed (especially given the short lead time) by the exemplary customer service experienced from your team."

– Senior Director, Corporate Administration, Railway Company

Book a Room

Need a meeting room? Call 312-906-6048 to check for availability.

Once you have a room booked, fill out the form below and fax it over to the Conference Center.

<hr/>	
Company Name	Time Table of Events/Agenda
<hr/>	Registration Time _____
Event Title	Meeting Starts _____
<hr/>	Breakfast _____
Day & Date of Meeting	A.M. Break _____
<hr/>	Lunch _____
Contact Person	P.M. Break _____
<hr/>	Meeting Ends _____
Telephone Number	
<hr/>	
Fax Number	
<hr/>	
Email Address	
<hr/>	

Please fax completed form to 312-627-9001, attention Meeting Services.

Thank you Meeting Services Staff

Menus

Breakfast and Snacks

Continental Breakfast

\$9.00/person

Assortment of Pastries, Muffins & Bagels

~ served with butter, preserves & cream cheeses

Fresh Fruit

Assortment of Bottled Juices

Coffee ~ Regular & Decaffeinated

Tea ~ Regular & Decaffeinated

Full Breakfast

\$17.50/person

Scrambled Eggs or Frittata

French Toast

Sausage & Bacon

Garlic Cheese Hash Brown Potatoes

Fresh Fruit

Assortment of Yogurts

A Variety of Pastries

Assortment of Bottled Juices

Coffee ~ Regular & Decaffeinated

Tea ~ Regular & Decaffeinated

Lite Breakfast

\$6.50/person

A Variety of Pastries

Assortment of Bottled Juices

Coffee ~ Regular & Decaffeinated

Tea ~ Regular & Decaffeinated

Menus

Lunch Buffets

Italian		American	
<p>Pizza \$14.50/person</p>	<p><i>Thin & Thick Crust Tossed Salad with Various Dressings Assorted Cookies</i></p>	<p>Fried Chicken \$14.50/person</p>	<p><i>Fried Chicken Potatoes Coleslaw Rolls Chips & Pretzels Assorted Cookies & Brownies</i></p>
<p>Lasagna \$17.00/person</p>	<p><i>Meat & Vegetarian Tossed Salad with Various Dressings Assorted Cookies & Brownies</i></p>	<p>Deli Tray \$16.00/person</p>	<p><i>Assorted Sliced Meats Chesse Slices Breads & Condiments Coleslaw & Potato Salad Chips & Pretzels Assorted Cookies & Brownies</i></p>
<p>Hot Pasta \$18.45/person</p>	<p><i>Meat Sauce, Marinara Sauce or Alfredo Sauce Ceasar Salad Garlic & Rolls Assortment of Cakes</i></p>	<p>Box Lunches \$16.50/person</p>	<p><i>Gourmet Sandwich Pasta Salad Fresh Fruit Cookie</i></p>
<p>Beef & Sausage \$16.25/person</p>	<p><i>Italian Beef & Sausage Assorted Peppers Tossed Salad Chips & Pretzels Assorted Cookies</i></p>		

Menus

Lunch Buffets

Mexican		Chinese	
<p>Fajita Bar \$19.00/person</p> <p><i>Steak & Chicken</i> <i>Black Beans</i> <i>Spanish Rice</i> <i>Soft & Hard Taco Shells</i> <i>Cheese, Tomatoes, Onions</i> <i>Chips, Salsa & Guacamole</i> <i>Assorted Cookies & Brownies</i></p>		<p>2 Entrée Buffet \$14.75/person</p> <p><i>Beef Entrée</i> <i>Chicken Entrée</i> <i>Fried Rice & White Rice</i> <i>Egg Rolls</i> <i>Fortune Cookies</i></p>	
<p>Taco Bar \$17.00/person</p> <p><i>Ground Beef & Chicken Tacos</i> <i>Rice & Beans</i> <i>Soft & Hard Taco Shells</i> <i>Cheese, Tomatoes, Onions</i> <i>Chips, Salsa & Guacamole</i> <i>Assorted Cookies & Brownies</i></p>		<p>3 Entrée Buffet \$16.75/person</p> <p><i>Beef Entrée</i> <i>Chicken Entrée</i> <i>Vegetarian Entrée</i> <i>Fried Rice & White Rice</i> <i>Egg Rolls</i> <i>Fortune Cookie</i></p>	

Lunch ~ Specialty

Salmon
Market Price

Salmon Filet with Assorted Beans
Garlic Mashed Potatoes & Vegetables
Assortment of Breads
Cookies & Brownies

Beef Tenderloin
Market Price

Sliced Beef Tenderloin
Potatoes & Grilled Vegetables
Assortment of Breads
Cookies & Brownies

Menus

Healthy Choices

For Breakfast

Add \$2.50 per person

Yogurt & Granola Bars

Add \$2.00 per person

Whole Fruit

For Mid-Morning or Afternoon Breaks

\$1.00 each

Kashi Bars

\$4.50 per person

Fresh Vegetables & Dip

\$3.25 per person

Fresh Fruit Tray

\$5.75 per person

Cheese & Fruit Tray

\$4.50 per person

Chips & Salsa

Lunch Options

\$16.50 per person

Deluxe Salad Bar

Tossed Salad with Various Dressings

Tuna Salad

Chicken Salad

Fresh Fruit & Granola Bars

Cottage Cheese

Sides – Tomatoes, Cheese, Peppers, Onions, Olives & Croutons

\$13.75 per person

Salad and a Half

Tossed Salad with Various Dressings

Sides – Tomatoes, Cheese, Peppers, Onions, Olives & Croutons

Assortment of Sandwiches

Fresh Fruit

\$9.50 per person

Taco Salad

Shredded Lettuce with Cubed Chicken Breast

Cheese, Tomatoes, Onions and Salsa

Tortilla Chips

Healthy Choices do not come with dessert, but of course dessert can be added for an additional charge.

Room Prices & Setups

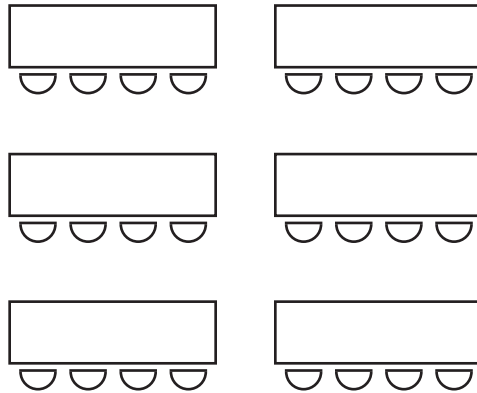
Room	Style	Capacity	Half-Day Rate	Full-Day Rate
Lake County	Classroom	32	\$210	\$300
Cook County	Classroom	50	\$280	\$400
Dupage County	Classroom	40	\$210	\$300
Boardroom	Conference	28	\$240	\$340
Kane County	Conference	14	\$140	\$200
Will County	Conference	14	\$140	\$200
Lake & Cook County	Classroom	110	\$420	\$600
Lake, Cook & Dupage	Classroom	150	\$560	\$800

Half-Day Rate: 8 a.m. – 12:00 p.m. or 12:30 p.m. – 4:30 p.m.

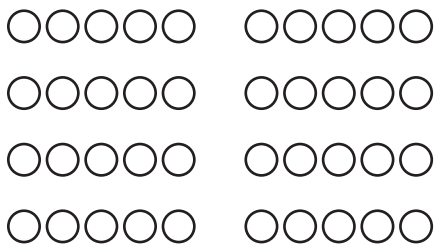
Full-Day Rate: over 4 hours

Sample Room Setups

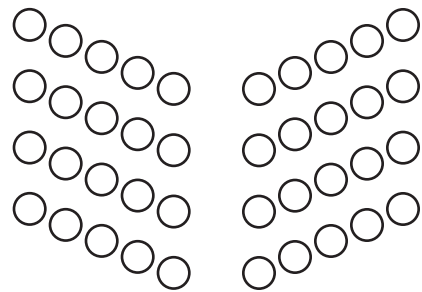
Classroom



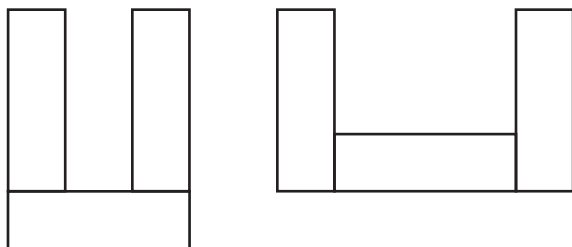
Theater



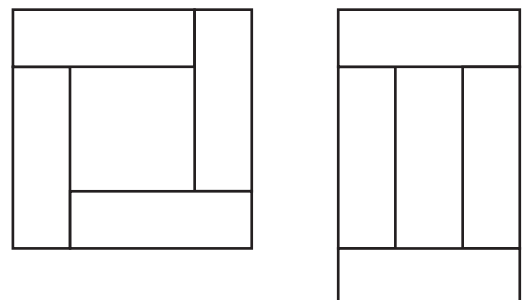
Herringbone



U-Shape



Hollow Square



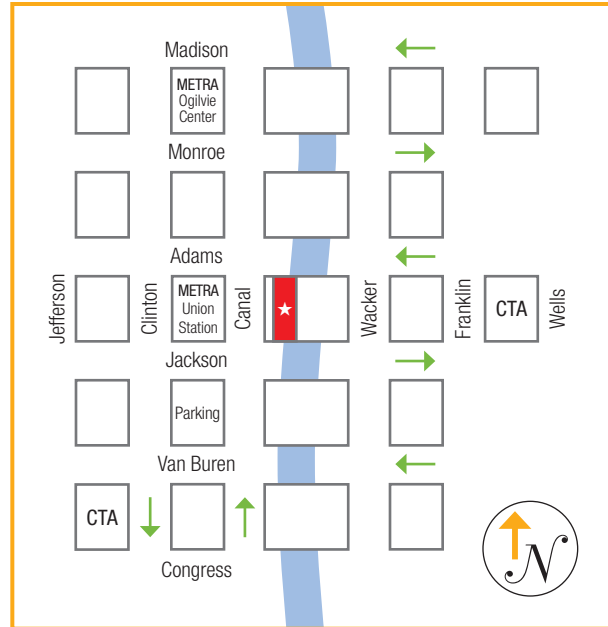
Audio-Visual Services

Equipment	Cost
LCD Projector	\$265
Overhead Projector	\$45
TV	\$100
VHS Player	\$100
CD/DVD Player	\$100
CD-R Recording	\$60
Camcorder	\$110
Lav Mic	\$50
Handheld Mic	\$30
Wired Mic	\$15
Table Podium	\$15
Floor Podium	\$15
Phone	\$10
Speaker Phone	\$45
Internet	\$15
Laser Pointer	\$18
Cordless Remote (PowerPoint)	\$20
Screen	\$25
Flip Chart	\$35
Additional Flip Chart Paper	\$20
3M Post-It Flip Chart Paper	\$30
Easel	\$15
Laptop	\$15
Powerstrips	\$2
Extension Cords	\$1.50
Video Conferencing	\$255 MCHC / \$155 per site
Smart Board	\$35 small / \$65 large
Slide Projector	\$45
Technician	\$75/hour
Audience Response System	\$100 / \$2 per remote
Photo Copy	Black & White – \$0.15 per copy Color – \$0.35 per copy

Directions



MCHC Conference Center
222 South Riverside Plaza, 19th Floor
Chicago, Illinois 60606
(312) 906-6000



The Metropolitan Chicago Healthcare Council Conference Center is located at 222 S. Riverside Plaza, which is the office building directly above Union Station. The office building lobby can be accessed directly from the main entrance on Adams Street. It is also connected via an underground tunnel to Union Station Self Park at 320 S. Canal Street (entrances on Canal Street and Clinton Street.) To access the office building from Union Station or the underground tunnel, take the escalator from the Amtrak ticket area toward Canal Street. Instead of exiting to Canal Street, go up the stairs and through the revolving doors to the office building lobby.

The security staff at the lobby desk will give you a visitor pass. You will need to show photo identification.

Metra Train

The MCHC Conference Center is in the building located above Union Station (see details at left.) The Ogilvie Transportation Center is located at Canal Street and Madison Street which is two blocks north of the Illinois Poison Center.

CTA "L" Train

The MCHC Conference Center is within a short walking distance of two L stops. One is the brown/orange/purple line Quincy/Wells Street stop, which is just south of Adams Street and three blocks east of the Illinois Poison Center. The other is the blue line Clinton Street stop, which is two blocks south and one block west of the Illinois Poison Center.

Detailed public transportation information can be found at www.transitchicago.com.