



CORPORATE REALTY

MEMORANDUM

TO: One Canal Place Office Tower Tenants

FROM: Charles Peterson
General Manager

RE: 8th Floor Conference Center

DATE: December 6, 2010

As you plan your business activities for next year, please remember that the One Canal Place Conference Center is available for tenant use.

The Center features two conference rooms (The Canal and The Iberville), each of which is equipped with wireless internet access and a large screen monitor that can be used for power point and other video functions. The rooms accommodate ten and fourteen people in standard configuration (more in a classroom layout) and are ideal for depositions, sales presentations, conferences and other uses. The Center includes a reception area and a small food service area with ice machine that are shared by the two conference rooms.

The charge for using these rooms is modest. Current rates are \$25 for half day use and \$50 for all day use in standard configuration.

To reserve a conference room, please contact Peggy Maronge in the management office (587-1450 or pmaronge@corp-realty.com).