

FESTIVAL TRAINING CENTER

Office of Organizational Development ■ Center for Skillful Teaching
283 Muddy Branch Road, Gaithersburg, Maryland 20878

General Information

LOCATION

Festival Training Center is conveniently located on Muddy Branch Road, near Sam Eig Highway and I-270 in the Festival Shopping Center.

TRAINING ROOMS

The Festival Training Center has one large training room that will accommodate as many as 150, a smaller training room (Hoffman Room) that will hold approximately 50, and a break-out/conference room for about 24.

Currently there is a white board and a temporary video/sound system in the large room; a computer, projector, and screen in the Hoffman Room; and a Promethean board in the break-out/conference room.

TIME CONSIDERATIONS

Consider additional time for set up and take down when reserving the space. Add this to the above time stated. At least 30 minutes is usually needed to organize the space. Please refer to the graphic indicating original configuration posted in the room.

Before leaving, please turn off lights, check that kitchen electrical items are unplugged; if necessary, call security to let them know that you are leaving, and set the alarm. Be sure to test the outside door to ensure that the lock catches and is secure.

COFFEE

If you want to borrow Festival's coffee pot, you will need to bring your coffee, cups, creamer, sugar, etc., and arrive in enough time to make the coffee. The large pot usually needs at least 30 minutes to brew. Allow time to clean the pot at the end of the meeting.

PARKING

Parking is available in the shopping center.

E-MAIL

Festival has four workstations for participants in case one needs to check his or her e-mail.

RESTAURANTS

A number of restaurants are close by, some within walking distance. Others are located in the Muddy Branch Shopping Center and in the Washingtonian/Rio area.

