

## *Important information about...*

# Free use of the MBT Boardroom

Looking for conveniently located, fully functional meeting space? MBT is pleased to offer members FREE use of our boardroom, during regular business hours, to a maximum of one meeting per month – subject to availability. Advance booking is required.

- Boardroom equipment:
  - Screen
  - Flipchart, paper and markers
  - Whiteboard and markers
  - Wireless connection for laptops
  - Boardroom seating 12 comfortably
  - Conference calling equipment
  
- Boardroom hours are 9:00 a.m. – 5:00 p.m. (*including set-up and clean-up time*) Monday to Friday.
  
- Please provide refreshments for your meeting. MBT has a fridge to store small quantities of food and drink. Ask us about near-by take-out and delivery facilities.
  
- Please leave the Boardroom in the same condition you found it – this includes left-over materials, food, beverages, etc.
  
- MBT is located at 80F Centurian Drive, Suite 206, Markham L3R 8C1 (one block north of Hwy #7, one block west of Woodbine)

To book, call Nasrin Talebi 905 474-0730 ext 12