



West Virginia State Training Center

Conference Facilities and Meeting Rooms Available

The Division of Personnel and the West Virginia Office of Technology coordinate requests for reservations at the West Virginia State Training Center (the Gaston Caperton Training Center, Building 7).

Requests for reservations are accepted on a first come, first-served basis.

Go to www.personnel.wv.gov/ohrd and click on WVSTC Reservation Request Form.

Email, mail, or fax a WVSTC Reservation Request Form to the WVSTC Facility Scheduler:

Susan Lockard-Hammock, WVSTC Facility Scheduler
Organization and Human Resource Development
WV Division of Personnel,
Department of Administration
State Capitol Complex, Building 6, Room B-456
Charleston, WV 25305

Phone: **1.304.558.3950 x.57241**

Fax: **1.304.558.3327**

Email: **susan.m.lockard-hammock@wv.gov**

Executive Room

Occupancy: 15 people

1 – 65" LCD monitor

1 – Polycom videoconferencing system / teleconferencing

1 – lectern (controls monitor, videoconferencing – allows presentation from laptop, DVD / VCR capabilities)

Wireless access to internet

Regents Room

Occupancy: 25 people

1 – ceiling mounted projector

1 – projection screen

1 – lectern (controls projector, screen – allows presentation from laptop, DVD / VCR capabilities)

Speakers

Teleconferencing capabilities

Wireless access to internet

Capitol Room

Occupancy: 150 people – w/ tables

300 people – w/o tables

2 – ceiling mounted projectors

2 – projection screens – controlled remotely

1 – speaker monitor (52")

2 – audience monitors (52" each)

1 – lectern (controls projectors, screens, monitors – DVD capability, laptop compatible)

Speakers

Teleconferencing capabilities

Wireless access to internet

Heritage Room

Occupancy: 12 students w/ 1 instructor

3 – wall mounted projectors

1 – walltalker wall (entire length of wall w/ capability of white-board)

1 – lectern (controls projectors – allows presentation from laptop, DVD / VCR capabilities)

Speakers

12 - workstations w/ desktop computers

Telephone

Wireless access to internet

(Solely used for Office of Technology training classes)