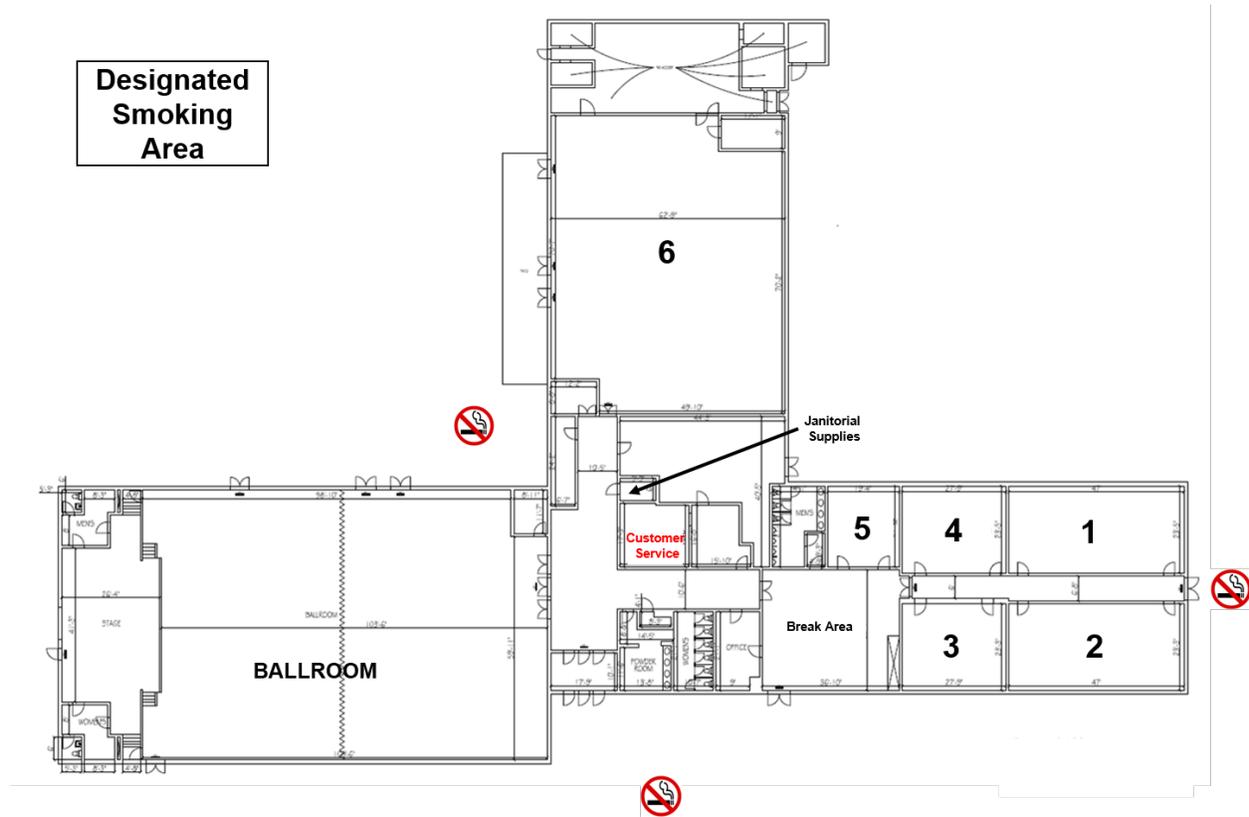


McGill Training Center

8452 Zimborski Avenue

Hours: 0730-1600 Monday thru Friday

Building CAN be reserved anytime except classrooms 1 and 4.
Classroom 1 is dedicated to DHR and cannot be reserved.



Ballroom



Capacity: 500 (anything over 200 must have prior fire department approval)
Amenities: Projector, projector screen, sound system, HDMI/SVGA, 272 chairs, 40 tables, podium, wireless microphones

Classroom 2



Capacity: 62

Amenities: Projector, projector screen, sound system, HDMI/SVGA, whiteboard, 65 chairs, 34 tables, speakers, podium with microphone and speakers, whiteboard

Classroom 3



Capacity: 32

Amenities: Projector, projector screen, HDMI/SVGA, 34 chairs, 16 tables, speakers, podium with microphone and speakers, whiteboard

Classroom 4



Capacity: 15

Amenities: 14 Student Computers, 1 Instructor Laptop, Projector, projector screen, HDMI/SVGA, 14 chairs, 14 tables, speakers, podium with microphone and speakers, whiteboard

CAN ONLY BE USED DURING NORMAL OPERATING HOURS

Classroom 5



Capacity: 18

Amenities: Projector, projector screen, HDMI/SVGA, 18 chairs, 9 tables, speakers, podium with microphone and speakers, whiteboard

Classroom 6



Capacity: 100 (anything over 100 must have prior fire department approval)

Amenities: Triple Projectors, 3x projector screens, sound system, HDMI/SVGA, whiteboard, 220 chairs, 35 tables, podium w/ audio, 3 white boards

Scheduling

Scheduling is done through the Event Management System (EMS). To obtain an account go to <https://ems.meade.army.mil/virtualems/> then follow the required prompts. Once the account is created, call 301-677-6506/2624/7133 to activate the account. Once your registration is complete, go to <https://ems.meade.army.mil/virtualems/> and reserve your space. Enter your requirements: date(s), number of students and then choose your location based on student size and availability. In the details field, enter mandatory information (red star) and include your specific training event. Once submitted, your request will be confirmed in the EMS dashboard by a staff member.

If you do not have an EMS account, call 301-677-6506/2624/7133 to schedule the use of the McGill Training Center. If the desired date is available, it will be placed on hold. Once on hold, the unit will have three business days to hand carry to the McGill Training Center at 8452 Zimborski Avenue or fax at 301-677- 3100 a memorandum, with unit letterhead, addressed to Training Division, 8452 Zimborski Ave, FGGM, MD 20755 with the following information: building and classroom number, requesting unit or organization, name and phone number of unit Commander or Director, name and phone number of point of contact of requesting unit of organization, start date and time, end date and time and signature block of Commander or Director. If the memorandum is not received within three business days, the requested date(s) will be available for other units to use.

Additional Training Aids

To better serve your training need inside the McGill Training Center, the following additional training aids are available upon request, pending availability:

- Wireless Microphone sets
- Headphones
- Additional wires/cables such as HDMI, SVGA, etc.
- National, Service Branch, General Officer, State and Territorial Flags
- Flag Stands
- Reserved Parking Cones
- Easels
- Instructor Remotes with Laser Pointers
- Wi-Fi (for official use only!)