Meeting is important. It’s where we go to share ideas, brainstorm, set expectations, train, motivate, sell. We are indoctrinated with our company’s culture through meeting. We set our corporate pace at meetings. We stay on our corporate track through meeting.

While the shape and style of our meetings change from individual company to individual company and very from industry to industry, the core values of a successful meeting are always the same.

• Before planning a meeting, ask the questions, “Why are we meeting and what is the objective?” If you do not have the answer to either of these questions, do not meet. It is a waste of company time and money to meet for the sole purpose of meeting.

• Once the objective is accomplished, the meeting is over. Do not allow off topic conversations to rob the team of valuable time. If another topic is raised, table it for your next meeting when everyone can be prepared for the discussion.

• Take meeting off-site occasionally, if not regularly. Being in a new environment, away from the distractions of the office can insight new fresh ideas and points of view.

• Include everyone. Make sure all employees are participating. Call on someone who has not spoken already. It keeps everyone engaged and it is an opportunity for you to make your staff member feel valued.

• Good food always works. Delicious food does not need to be filled with sugar and fat or overindulgent. On the contrary, with the “superfood” movement, fresh fruit, fresh juice, nuts, and whole foods are the trend.

• Take advantage of the meeting host city’s Destination Marketing Organization (DMO). Even if it is your home town, DMOs are there for the sole purpose of helping you plan your meeting. It is a one stop shop to all the city has to offer in meeting sites, restaurant, transportation, hotel accommodations and things to do. Check if they offer incentives for you to bring your meeting to their city.

Great meetings move your company forward. With these steps, each meeting will add value to the business and staff.

Caroline Gibson has worked in Hotel Sales and Administration for 15 years and is currently Executive Director of the Simi Valley Chamber Tourism Alliance. Learn more at www.visitsimivalley.com.
Make your next business event a success in Simi Valley.

We have large indoor and outdoor venues that are great for all types of events. If you require a stage or want to deliver a multimedia experience, Simi Valley offers it all and is ready to welcome your next meeting or business event.

- Unique venues with more than 125,000 square feet of flexible meeting space.
- More than 670 comfortable guest rooms.
- Gorgeous Southern California climate year-round.
- Convenient to Los Angeles International Airport, Van Nuys Airport, and Bob Hope Airport.
- Plenty of dining options, things to do, golf courses, and outdoor activities in Simi Valley.
- Quick access to the best attractions in Los Angeles and Southern California.
The New Horizons Conference Center Banquet Hall, affectionately known throughout the community as Sam’s Café, is an 11,000-square-foot facility ready for your next business or social event.

Along with video and sound capabilities, it boasts a full professional kitchen, facilities for up to 250 guests, Wi-Fi, ample complimentary parking, and affordability. It is the perfect location for wedding receptions, quinceañeras, holiday parties, service club and business meetings.

Sam’s Café is also the home of New Horizons Cookies. These famous treats can be purchased at Pavilions at 6534 Platt Avenue in West Hills and at 1110 W. Alameda Avenue in Burbank. They can also be bought online by visiting New Horizons’ website at www.newhorizons-sfv.org. These cookies can be shipped nationwide as corporate gifts, and shared at special events.

MORE THAN A VENUE
Since 1954, New Horizons has been fulfilling the dreams of thousands of individuals with special needs, and providing business services to hundreds of local and national businesses.

As a long-standing member of the San Fernando Valley business community the organization provides: Employment Services, Travel Training Sponsored by METRO, Packing and Assembly, Fulfillment and Shipping Services, Banquet Hall Rental, Residential Services, Mobile and On-Site Day Programs, many of which extend into the Greater Los Angeles Area.

The campus is located at 15725 Parthenia St. in North Hills. All are invited to tour the agency and book an event, giving New Horizons the opportunity to partner with you on behalf of the individuals the organization serves.

Learn more at www.newhorizons-sfv.org.

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Fresh off an $11 million renovation and surrounded by major Fortune 500 companies, the studios of Burbank and the corporations of Hollywood, the Warner Center Marriott Woodland Hills is in the hub for all business activity.

**NEW M CLUB LOUNGE** with 24/7 access to additional food and beverages options, complimentary access to computers, printers, charging stations and data ports

**TWO POOLS**, one indoor and one outdoor, and a state-of-the-art fitness center

Renovated **M CLUB ROOMS AND SUITES** with high floor locations, superior amenities and 24-hour access to the M Club Lounge

30,000 square feet of **REFRESHED MEETING SPACE**, including a complete 2nd floor meeting room renovation and enhanced built-in technology

On-site **DINING OPTIONS** like Starbucks café, Asado Urban Grill, Q Bar and the seasonal Urban Oasis Bar

**CONVENIENT LOCATION** off the 101 Freeway and walking distance to the Topanga Mall and the Village at Westfield

CONTACT THE MARRIOTT WARNER CENTER SALES TEAM AT 818-887-4800 OR EMAIL SALES@WARNERCENTERMARRIOTT.COM

21850 Oxnard Street
Woodland Hills CA 91367
818-887-4800
warnercentermarrriott.com
The recently re-energized Warner Center Marriott Woodland Hills is a lush, resort-like getaway tucked in the heart of San Fernando Valley that is perfect for corporate travelers or out-of-towners visiting north Los Angeles.

Situated adjacent to the Ventura Freeway (Highway 101), just a short drive away from Burbank, Simi Valley, Los Angeles, and Hollywood, the Warner Center Marriott is a mere walking distance to The Village at Topanga (the area’s newest gathering place for shopping, dining, and entertainment) and the Topanga Mall.

Reinvented and enhanced, this gorgeous location offers contemporary-style and modern efficiency built for work and play. Sophisticated, sleek, and upscale, the hotel’s newly upgraded M Club Rooms and Suites include complimentary access to the all-new M Club Lounge – an exclusive space ideal for working and relaxing. With over 30,000 square feet of flexible meeting and event space, including a stunning ballroom and lush outdoor terrace, Warner Center Marriott offers the perfect venue for unique events, weddings, corporate celebrations, and social gatherings in the San Fernando Valley.

The moment guests enter one of the 478 guest rooms or 11 suites, they notice a seamless mix of modern amenities, comforts, and luxuries. The upgraded M Club Rooms and Suites are loaded with deluxe amenities such as a 50” flat-screen HDTV with easy connectivity to your laptop, camera, smartphone or tablet, and the signature Marriott plush Revive bedding including a luxurious down comforter, designer duvet, and fluffy pillows. Plus, guests who book an M Club Room or Suite receive complimentary access to the exclusive M Club Lounge – a refined space designed for work and play featuring complimentary breakfast, snacks, and WiFi.

The hotel doesn’t just offer a great night’s rest; it offers a total resort-like experience. Start your day with a cup of authentic Starbucks coffee and a bite to eat at the on-site Starbucks Cafe. Enjoy a signature cocktail in an intimate cabana at the seasonal Urban Oasis Poolside Lounge featuring lush foliage, fire pit, and a full bar. Meet with friends or colleagues for dinner at Asado Urban Grill offering an elevated casual dining experience featuring unique twists on classic dishes. Unwind with a glass of wine or cocktail during happy hour at the ultra-luxurious Martini Bar. Get your heart-rate racing at the fully refurbished fitness center featuring advanced equipment, free weights, and personal trainers, or stay productive in the state-of-the-art business center.

**PERFECT FOR MEETINGS**

Warner Center Marriott Woodland Hills offers 30,000 square feet of total meeting space across 25 rooms in a convenient location just a short drive from Burbank, Malibu, Hollywood and Los Angeles. Enjoy limitless possibilities in venue’s innovative halls with 11,000 square feet of unobstructed space, or experience the stunning Grand Ballroom with 10,960 square feet for up to 1,565 people.

Meeting amenities include:

- 30,000 square feet
- 25 meeting rooms (maximum 22 breakout rooms)
- 10,960 square foot Grand Ballroom (1,565 max. capacity, can be split into 10 separate banquet halls)
- Outdoor poolside pavilion (perfect for up to 500 people)
- Onsite Starbucks Café, Asado Urban Grill, Q Martini Bar, and seasonal Urban Oasis Poolside Bar
- Choose from flexible meeting packages
- On-site audiovisual support available
- Delicious catering and exquisite presentation

Experience a memorable, convenient, and worry-free stay and/or event at the reimagined Warner Center Marriott Woodland Hills. The Warner Center Marriott Woodland Hills is able to service nearly any kind of professional event. From large-scale corporate functions to small business gatherings, the venue has the meetings space to meet your needs.

For more information, visit www.warnercentermarriott.com or call (818) 887-4800 ext. 6001.