

DIGICAST

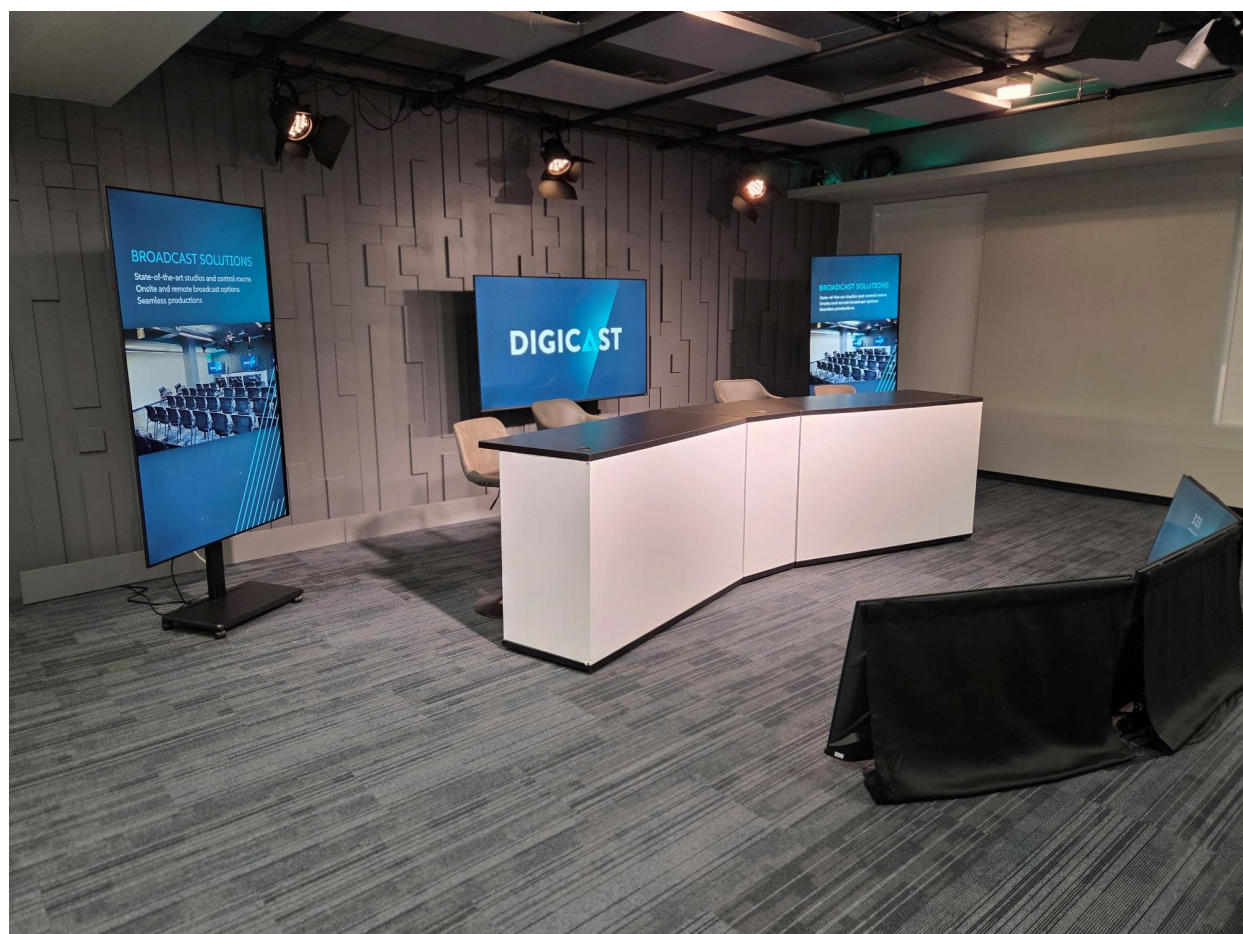
Executive Briefing Centre

Venue and Event Planning Guide

Located in the heart of downtown Toronto, Digicast's Executive Briefing Centre is a purpose-built communications venue designed for today's most demanding business events. Whether hosting investor briefings, earnings calls, leadership roundtables, or product announcements, the centre offers a seamless blend of broadcast-grade technology, refined meeting spaces, and concierge-level service.

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Venue Details

The Studio

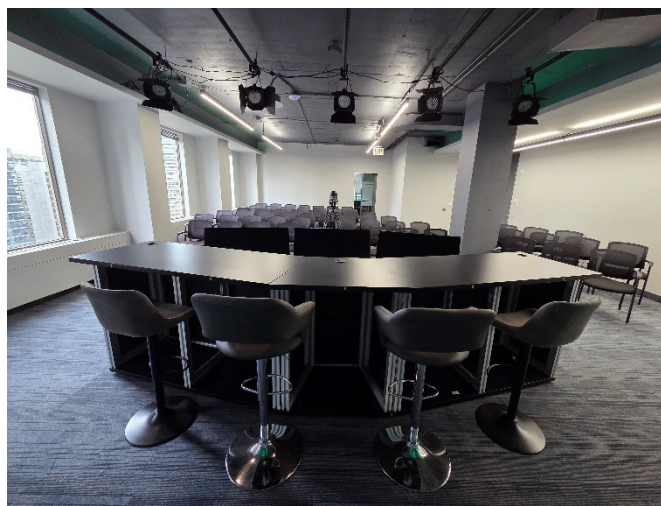
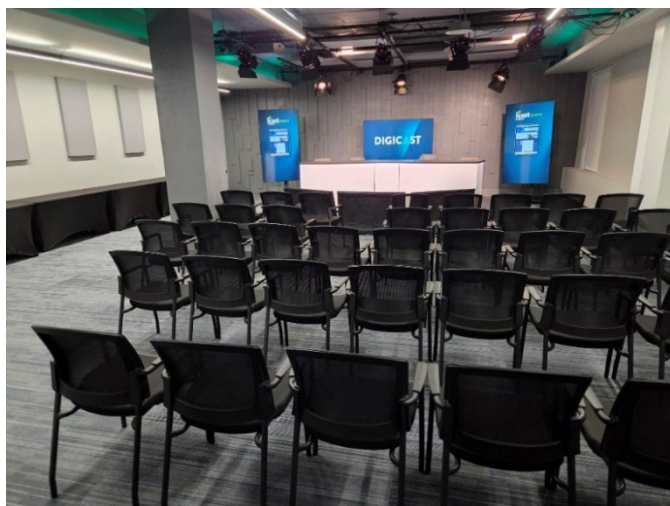
At the heart of the Executive Briefing Centre is our broadcast studio, a signature space that defines the calibre and versatility of our venue. Designed for high-impact communications, the studio seats up to 65 guests and is fully equipped for virtual, hybrid, and in-person events. With multi-camera capabilities, professional lighting, advanced audio systems, and integrated webcasting infrastructure, the studio delivers a seamless production experience for everything from earnings calls and investor briefings to product launches, leadership panels, and keynote addresses.

Every detail of the studio has been thoughtfully designed to support a smooth and professional event experience. From its direct connection to the control room and in-house video monitoring system to its comfort-focused seating and advanced technical capabilities, the studio offers an exceptional environment. Whether you're presenting to a live audience or broadcasting to stakeholders around the globe, the studio provides a sophisticated platform to deliver your message with confidence and highlight your brand presence.

Green Room

Located adjacent to the broadcast control room and separated from the main studio by a privacy door, the Green Room is a flexible, multipurpose space designed to support smooth event execution behind the scenes. Outfitted with dual monitors connected to the control room, it allows presenters, technicians, or interpreters to follow the live production in real time.

The Green Room serves a variety of functions depending on your event needs. It can act as a waiting area for speakers, a makeup and prep room, or be converted into an on-site translation booth for multilingual events. Its strategic placement and technical integration make it a valuable extension of the studio environment, ensuring comfort, discretion, and coordination for all participants.



Executive Boardroom

Designed for focused collaboration and high-level discussions, the Executive Boardroom comfortably seats up to 16 guests in a modern, private setting. The space features a large display monitor with integrated table inputs for seamless presentations and content sharing. It can also receive a live video feed directly from the studio, making it an ideal companion space for overflow viewing, production coordination, or breakout sessions during larger events.

Expansive windows overlook downtown Toronto, filling the room with natural light and offering an impressive city backdrop. The boardroom is fully equipped with both wired and wireless internet, ensuring reliable connectivity for all participants. Whether used for executive meetings, strategy sessions, or event support, this room provides the ideal balance of functionality, comfort, and professional polish.

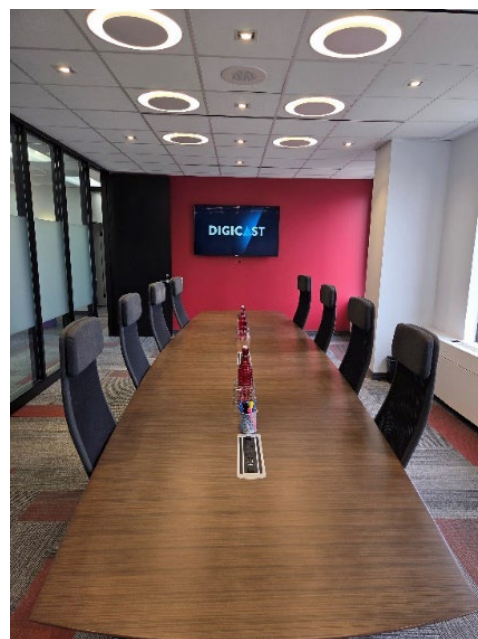
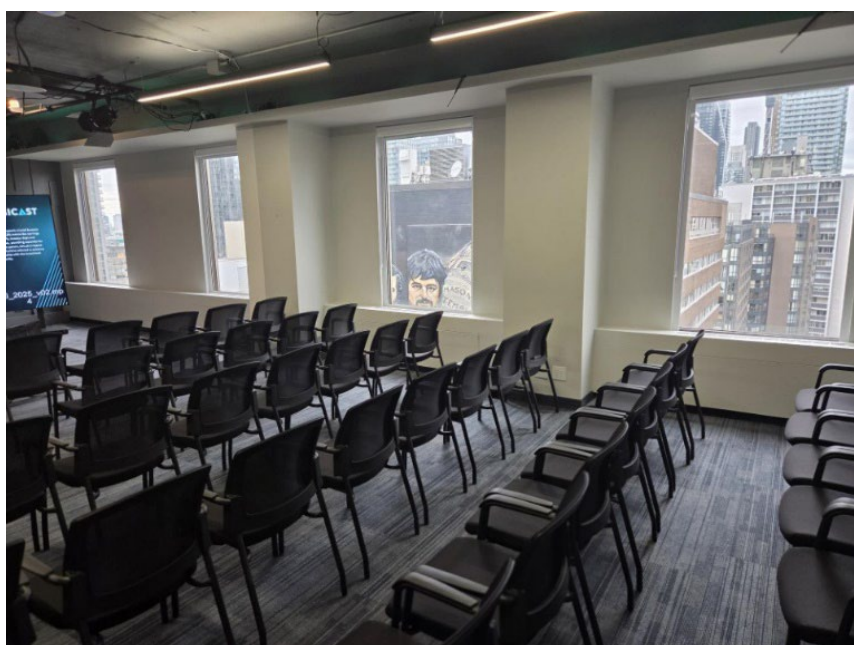
Supporting Spaces

The Executive Briefing Centre is designed with thoughtful supporting spaces to ensure comfort, convenience, and seamless event flow. Adjacent to the studio is a small kitchen and lounge area, ideal for speaker preparation, casual breaks, or hosting informal conversations. The lounge features a live video feed from the studio, allowing guests or staff to stay connected to the event in progress.

At the entry, a dedicated reception desk and registration area provide a welcoming environment for guest check-in and credentialing. A small coat check is available for added convenience, helping maintain a clean and professional setting throughout the venue.

For additional flexibility, the centre also includes a private office, perfect for quiet work, one-on-one meetings, or confidential discussions during your event.

Additional breakout spaces may also be available depending on scheduling and event needs clients are encouraged to contact our team in advance to discuss availability and tailored space solutions.



What's Available at the Executive Briefing Centre

Subsections:

1. Venue Spaces

- Broadcast Studio (seats up to 65 guests, virtual/hybrid/in-person)
- Green Room (speaker prep, interpretation booth, connected to control room)
- Executive Boardroom (16 seats, live studio feed, private setting)
- Private Office (for confidential discussions)
- Reception & Registration Area
- Lounge & Kitchen Area

2. Technology & Production Features

- Multi-camera setup
- Professional lighting
- Broadcast-grade audio and mixing
- Teleprompter and confidence monitor (optional)
- Studio control room + monitoring system
- Live stream & recording capability (on request)
- Remote speaker integration
- Custom AV integration and branding (via custom packages)

3. On-Site Support

- Studio Manager (tech coordination)
- Concierge/Hostess (guest management)
- Access to additional breakout spaces (by request)
- Pre-event setup and rehearsals
- Delivery handling & event logistics assistance

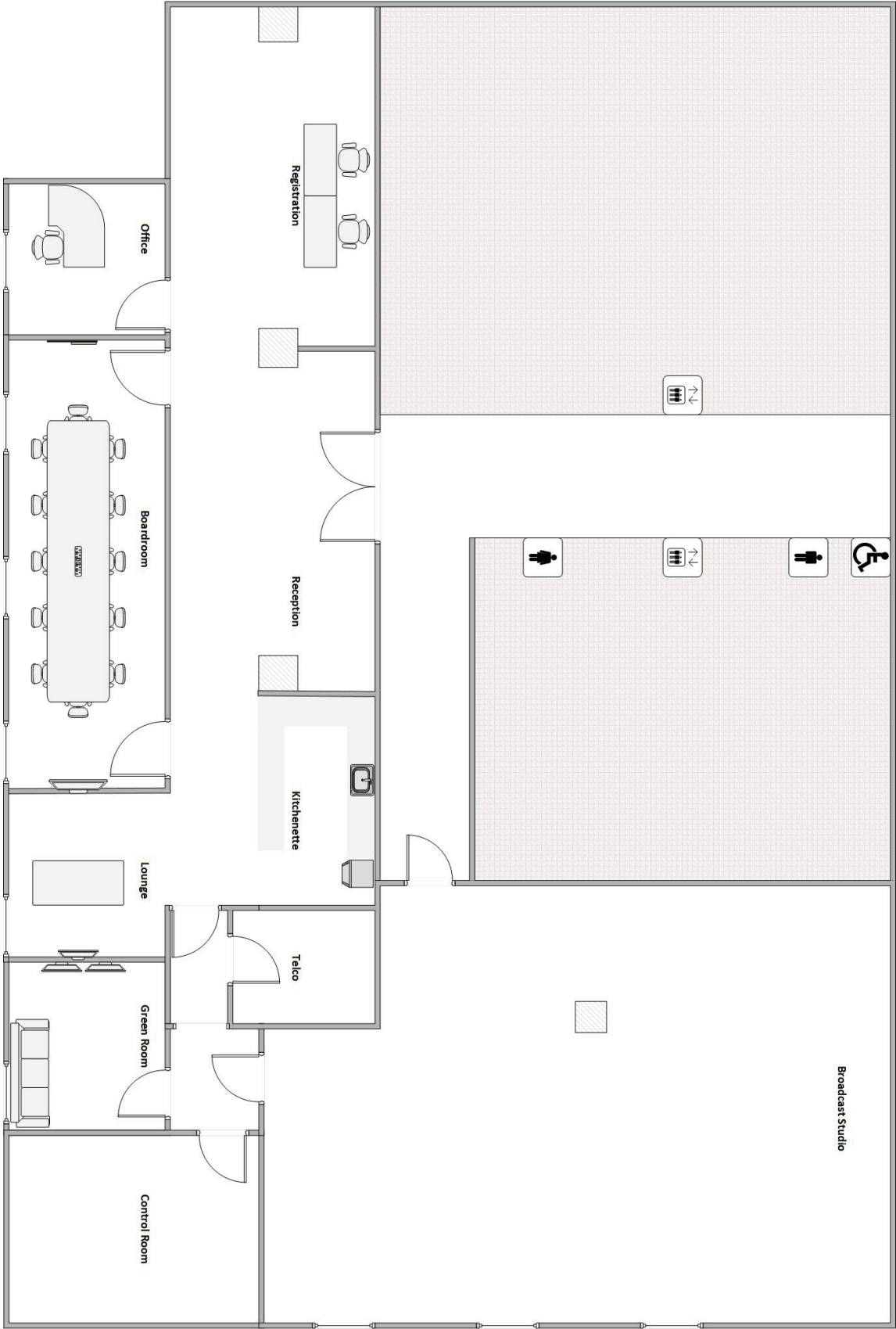
4. Connectivity & Services

- Wi-Fi (guest and production)
- Wired network access
- Secure storage for materials
- On-site printer (for badges, agendas, etc.)
- Real-time monitoring room feeds

5. Accessibility & Comfort

- Wheelchair-accessible entry and washrooms
- Natural lighting and soundproofed rooms
- Coat check and comfortable seating
- Lounge space with live feed of events

Floor Plan

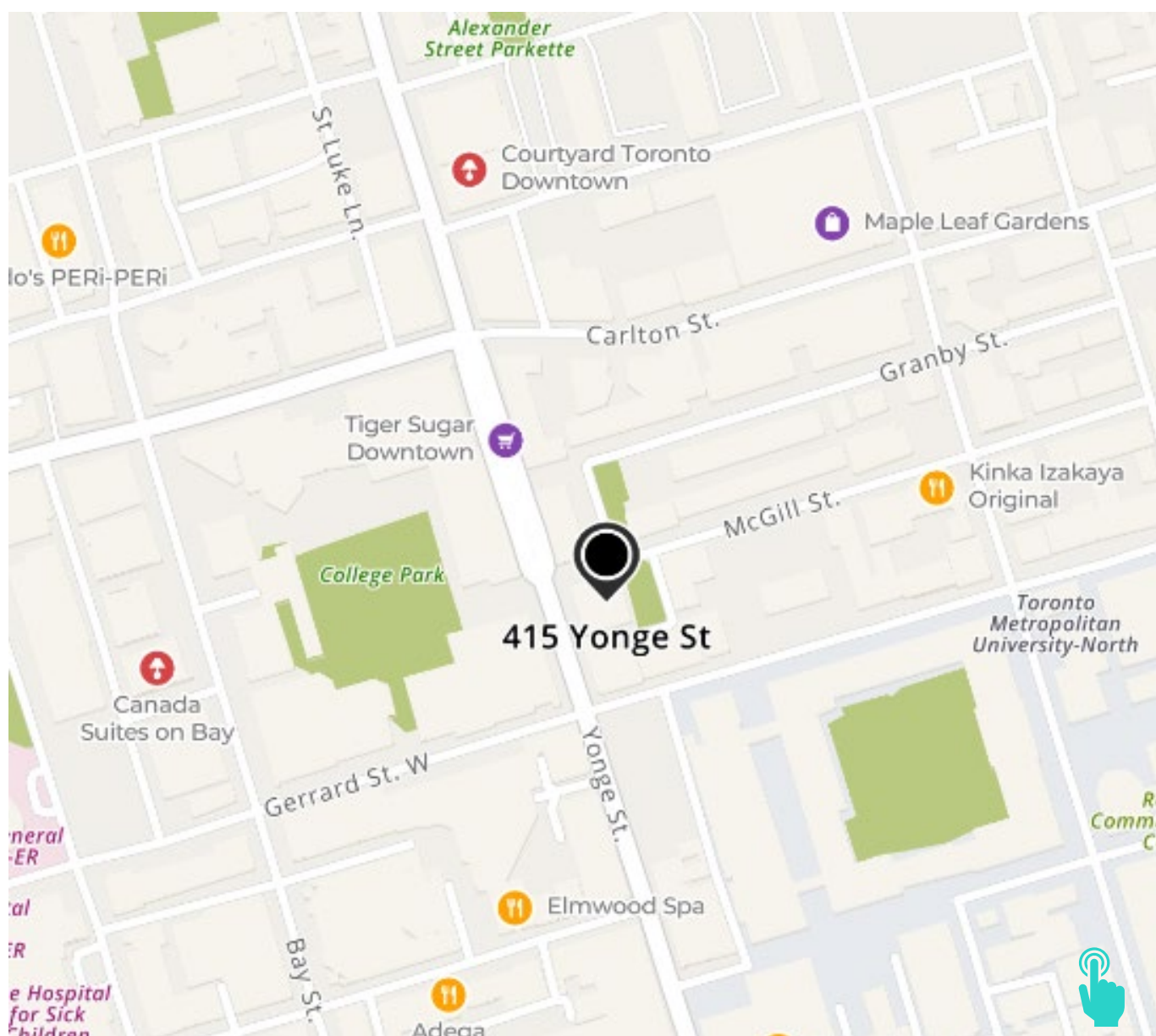


Location and Access

The Executive Briefing Centre is conveniently located in the heart of downtown Toronto at **415 Yonge Street**. Guests can access the building through the main entrance on Yonge Street, just steps from major transit routes, restaurants, and hotels. The centre itself is situated on the 18th floor.

The nearest subway access is College Station, located just a short walk away, providing easy public transit access for local and visiting attendees.

Parking is available in an underground garage attached to the building, with the entrance located off Granby Street. The garage is open Monday to Friday, 7:00 AM to 5:00 PM, and the daily rate is \$15.



Contact

We'd love to help bring your next event to life at the Executive Briefing Centre. Whether you're ready to book or simply exploring options, our team is here to assist. Contact us by phone or email to discuss your needs, request a quote, or learn more about our services. We also welcome you to schedule a personalized tour of the centre to see the space firsthand and explore how it can support your vision.

We look forward to connecting with you!

Michael J. Levesque

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Planning an Event in Montreal?

In addition to our Toronto location, Digicast also operates a fully equipped Executive Briefing Centre in Montreal, offering the same high-quality experience and professional services. If you're organizing an event in Montreal, contact us to learn more or to schedule a tour of our sister facility.

