



Usage Policy (External) of the Edward M. Kennedy “EMK” Center (For external organizations, individuals, or entities)

American Spaces in Bangladesh

American Spaces are U.S. Government publicly accessible facilities designed to support the advancement of U.S. foreign policy goals. American Spaces also showcase American culture and values and disseminate information about study and life in the United States.

Bangladesh is home to six American Spaces, with two located in Dhaka-Gulshan (Edward M. Kennedy Center “EMK” Center) and the Embassy Annex (American Center). The four-remaining centres (referred to as Corners) are in Chattogram, Barisal, Rajshahi, and Sylhet.

Edward. M. Kennedy “EMK” Center

The EMK Center, established in September 2012, is the largest American Space in South Asia and serves as the premier American Space for engaging Bangladeshi youth. Through close collaboration with the U.S. Embassy’s Public Diplomacy Section (PDS), the EMK Center hosts a variety of educational and skills development workshops and events. The EMK Center is open from **Saturday to Thursday between 10.00 a.m. to 8:00 p.m.** except for public holidays in Bangladesh.

Facilities Available at the EMK Center:

1. Kennedy Hall (Auditorium): Spacious hall for hosting presentations, seminars, and events, accommodating 90 people.
2. Dialogue Room: Room ideal for discussions, talks, and interactive sessions, accommodating 25 people.
3. Hollywood Studio: Studio equipped for digital content creation and multimedia production.
4. MakerLab: Dedicated space for STEM education and hands-on activities, accommodating 20 people.
5. Exhibition Space: An area dedicated to promoting arts and culture through exhibitions and displays.
6. EducationUSA (EdUSA) Advising Center: A resource center with a library for students aspiring to study in the United States, offering study materials and guidance.
7. Visionary Vault: Private space for closed-door meetings and one-on-one sessions.

Reservation Procedure:

To reserve any of the EMK Center spaces, interested parties are required to adhere to the following guidelines:

- Approval from the EMK Team Lead must be obtained at least seven (7) working days before the program.



- Full rent payment is required at least three (3) working days before the event (if applicable).
- The event must align with U.S. foreign policy goals.
- External organizations must coordinate all event logistics with EMK Center personnel.
- A detailed event proposal must be submitted to the EMK Team **info@emkcenter.org** , including following -
 - Event Title
 - Event Date and Time
 - Event Description and Objectives
 - Target Audience
 - Number of Attendees
 - Presenter or Speaker Details (if applicable)
 - Special Requirements or Resources Needed
 - Estimated Budget
 - Point of Contact (POC)
 - Bank Details and booking money transfer statement

Notes:

- USG Alumni, American Spaces Members, Partners will get 10% discount on the rent of any venue, room, or facilities.
- No photography or videography service will be provided. Organizers should bring their own photographers with an exemption if any American Space is a partner of the program.
- If any organization (who is not partnering with American Spaces) wants Live Telecast facilities from the EMK Center, they will need to pay additional BDT5,000 for each session.
- Aspiring artists can contact the EMK Center for partnership and subject to approval, management will assist for curation.
- Outside food and beverages are not allowed. Smoking and alcohol are prohibited inside the EMK Center.



Set-up and Logistics:

- **Walk-Through:** Schedule a walk-through with an EMK employee to assess equipment and furniture needs at least four (4) working days before the program or event.
- **Furniture Setup:** The organizer is responsible for recommending the furniture setup. If a different arrangement is requested and not available, additional payment will be required.
- **Attendee Information:** Submit the names and contact details of all attendees to EMK Center personnel at least two (2) working days before the event for security purposes.
- **Supplies:** Organizers must provide all necessary supplies for the program. If supplies are needed from the EMK Center, additional payment will be required.
- **Food and Beverages:** No outside food or beverages are allowed on the premises. If meals are needed, the program point of contact (POC) should pre-book them with the Ted Cafe located at the Center at least three (3) days in advance. The EMK Center team will not arrange refreshments.
- **Press and Journalists:** Submit a list of press or journalists to the EMK Center Admin Manager at least two (2) working days before the event.
- **Parking:** No parking facilities are available for event organizers or participants.
- **Digital Banner/Graphics:** Organizers are responsible for designing digital banners and graphics for the program/event according to the specified measurements provided below.

Screen Size/ Measurement for Digital Banner:

- Kennedy Hall: LED - W- 2880 X H- 1080 pt./px
Side TV - W- 1080 X H- 1920 pt./px
- Dialogue Room: W- 1920 X H- 1080 pt./px
- Exhibition Space: Kiosk - W- 1080 X H- 1920 pt./px
W- 1920 X H- 1080 pt./px

Conduct Expectations:

- Treat EMK Center staff and guests from all genders, races, and backgrounds with respect.
- Maintain appropriate behaviour in the working and public spaces, avoiding disturbing levels of noise or disrespectful conduct.



Liability and Clean-up:

- If any damage occurs to EMK property during the program, management will determine the appropriate action.
- The safety and security of personal belongings are the responsibility of the individual. The EMK Center is not liable for any lost or stolen items.

Booking Policy of the EMK Center Facilities:

Event bookings are subject to change, cancellation, or rescheduling if required by the U.S. Embassy, and the EMK Center reserves the right to cancel bookings at any time.