

NAME OF CONFERENCE

<Conference Dates>

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***The National Conference Center
Lansdowne, Virginia***

REGISTRATION DEADLINE: <INPUT DATE HERE>

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Conference Overview

The **<NAME OF CONFERENCE>** will be held at The National Conference Center (NCC) in Lansdowne, VA, on <CONFERENCE DATES>.

The registration deadline is **<INPUT DATE HERE>**, to reserve overnight rooms, but please make your reservations as early as possible. Registrations after this deadline may be accepted on a case by case basis.

Attendance at the conference is expected.

The dress code is Business Casual attire (no jeans) for both days of this event.

Registration and check-in for the conference will be held at the West Building's Reception and Registration area (a 5-minute walk from the parking lots or via free shuttle busses that travel throughout the NCC campus).

The first session will start at **8:00 a.m.** in room **<ROOM NUMBER>** and continue throughout the day, then reconvene the following morning at **8:00 a.m.** A more detailed agenda will be provided upon check-in. If you are flying into DC for the event, it may help to make travel arrangements before registering in order to complete the hotel registration. For those arriving before the check-in time of 5:00 p.m., the center will provide a holding room for luggage, if your room is not available.

NOTE: The training schedule includes both day and evening activities. For this reason, when completing your online RSVP and registration form, you are strongly encouraged to select an option to stay overnight at the National Conference Center (a block of rooms is reserved for this purpose).

Travel Information and Costs

Attendees are expected to cover travel costs their lodging/meals, which are together as part of a Complete Meeting Package. The package cost is **\$COST** + tax per night and includes all meals during your stay.

Additional Overnight Guest (if applicable)

Because the National Conference Center is a gated and secured training facility, Attendees who will have a guest staying with them overnight (e.g., spouse) must indicate so on the online registration. There will be an additional amount of **\$COST** charged for all overnight guests (2nd person in room). This fee will be a separate and personal expense to be paid for by the attendee. The additional fee covers lodging and meals for one guest. The name of the additional guest must be listed on the registration form under the "**Special Accommodations**" comment box.

Payment

Regardless whether your length of stay is overnight or day-only, you will need to make arrangements to pay the National Conference Center directly and payments will be collected at the front desk of the hotel prior to check-in. Full payment is due to The National Conference Center upon check-in and attendees should be prepared to charge these expenses to their corporate travel or personal charge card, or pay by check. At the end of your stay, you will receive a receipt from the hotel confirming payment.

Driving Directions

The National Conference Center is 45-minutes from downtown Washington, DC, and 12 miles from Dulles International Airport. Directions can be found on the National Conference Center's website (see below).

The National Conference Center is a gated and secured training facility. Only those registered may enter the facility. At the main gate, simply give the attendant your name and you will be issued a parking pass and directions to the parking lot. There is no charge for parking.

Shuttle Service to and from Dulles Airport

The nearest airport is Washington Dulles International. The airport code is: IAD. The airport is approximately 12 miles from the conference center. The National Conference Center provides shuttle service from and to Dulles International Airport. You **MUST** request shuttle service by completing the shuttle sign-up form on the centers website www.conferencecenter.com Even though shuttles are available, it only runs based on requests received. Shuttle service requests/changes must be arranged at least 72 hours in advance.

When you arrive at the airport, proceed to the Baggage Claim Area in the lower level of the airport. The shuttle service picks up passengers outside of United Baggage Claim #3. Proceed **UP** the ramp, and exit through Door #7.

If you cannot find the shuttle, please locate the "Traveler's Aid" station in the baggage claim area to call The National Conference Center (there will be an NCC designated phone).

There is a one-way fee of \$20.00. This fee is payable at the NCC's check-in counter. Shuttle expenses can be claimed on travel vouchers.

About the National Conference Center

Detailed information about The National Conference Center in Lansdowne, Virginia, can be found on their website (<http://www.conferencecenter.com/>). The website contains maps of the buildings, information about the fitness center, accommodations, restaurant, lobby store, business center, and conference facilities.

The General Session will be held in **<MEETING ROOM>** located in the **<North>** Building. If you need help finding the meeting room, call the Business Center at 46282 from any house phone for directions (or the front desk 46260).

The guest rooms are coded with the "Building" letter listed first: N=North, S=South, W=West

Followed by the "Floor" number: 1-6

After the decimal point, the "section" of the building. These sections are color-coded from red to yellow 100-800 (North Bldg) and from blue to purple 100-500 (South Bldg).

You may also print a map at www.conferencecenter.com Go to the "Resources/Downloads" page.

Questions about the Conference

Please be sure to review the Overview and the Travel Information and Costs. If the information provided does not answer your questions, contact us by email at **<email address>** or call us at **(xxx) XXX-XXXX**.

Registration Process

The link to register for your room is: **<link here>** If not using Passkey, please edit this section.

Registration must be completed by <DATE>, to reserve overnight rooms. Registrations after this deadline may be accepted on a case by case basis. Upon submission you will receive a confirmation page and an email summary, and **your submission of the RSVP and registration form will automatically reserve your room.**

We look forward to seeing you at the conference!