

National Conference Center General Information

Guestroom Features

- ❑ Private bathroom in each room with Neutrogena amenities
- ❑ Cable Television with remote control
- ❑ Telephone with voice mail (Complimentary local phone calls)
- ❑ Complimentary Broadband Internet Access (not wireless, cable provided)
- ❑ Ample desk space for work or study
- ❑ Digital clock radio with alarm (Wake-Up calls also available)
- ❑ Hairdryer, iron and ironing board
- ❑ Laundry & Dry Cleaning Service/Delivery (Washer/Dryers also available)

Before You Arrive

Reservation Questions 703-724-6170
Maps and Directions 703-724-6282
www.conferencecenter.com

When You Arrive

When you arrive, please bring your luggage to the Reception Lobby in the West building. (You may park briefly in front of the West Building to unload your luggage or bring it on the shuttle with you). Then check-in at the reception desk. If your room is not ready, your luggage will be stored for you and you will be provided with a name badge (access to meals and facility) and a map to get you to the conference room. You may come back later to retrieve your luggage and check-in.

Daily Commuter Running Late?

If you are running late for class in the morning, it is recommended that you go ahead and park in Lot A and take the shuttle bus to the West Building (shuttle loops every 10 minutes). The reception desk will provide you with a name badge for access on property and a map with instructions to get to your conference room quickly.

While You Are Here

How can I be reached during the conference?

703-724-6282 Business Center (from 7:00 AM – 4:00 PM)
703-729-8000 (24-hour switchboard and emergency calls)
703-729-5382 FAX (Faxes available for pickup at Business Center)

After You Depart

General Questions 703-729-8000
Lost & Found 703-724-6253