

## Complete Meeting Package

Welcome! We're glad you've decided to host your conference, meeting, or training program at one of the largest eco-friendly conference centers in the nation. The Complete Meeting Package (CMP) incorporates most of your meeting costs into one simple, per person rate.

### Your Complete Meeting Package

For your convenience, each package typically includes:

- **Overnight accommodations** in a standard room.
- **A personal conference planning manager** on-site for your needs. He or she will be your liaison to all property departments and will help ensure the overall success of your program. These creative planners can also assist you with planning team-building exercises. Please speak to your planner for unique ideas on or off property.
- **Audio-visual equipment** for your successful meeting. Basic audio-visual equipment included in the CMP is listed below.
  - Computer Projector, LCD (*General session only*)
  - Presentation Screen
  - 27" TV Monitor
  - DVD player
  - Podium/Top Table Lectern with wired microphone (*General session only*)
  - Easel with marker & pad (*General session only*)
  - Whiteboard
- **Primary meeting space** for general sessions and break-outs. This space meets the high-quality standards of the International Association of Conference Centers for the most productive meetings.
- **Continuous break stations** offering the most popular "Food for Thought" beverages and snacks that will help your group retain information. Please let your NCC planner know if you have any special needs.
- **Three meals a day** in our 800-seat dining room.
- **Full-service business center** with access to our complimentary cyber-café and laptop printing station.
- **Meeting starter-kit** with office supplies as well as name badges, pens and note cards for each attendee.
- **Complimentary Wi-Fi** in public space and high-speed internet access in the guest rooms.
- **Access to the fitness center** or 1.3-mile jogging trail.
- **On-site parking and security** for your convenience and safety.

NCC also offers a Day Meeting Package (DMP) for local commuters which exclude overnight accommodations.

**Refer to your NCC contract for exact package inclusions.**



**Complete Meeting Packages are intended to simplify your planning and budgeting process.**

**The inclusive package provides your group with the essentials for the most productive meetings with maximum results.**

*Arrive as many, leave as one  
at The National Conference Center.*

