

Capabilities Overview

The National Conference Center is a full-service conference center with 917 on-site guest rooms and over 250 meeting rooms, specializing in productive, results-oriented meetings. Conveniently located outside of Washington, D.C., 12 miles from Dulles International Airport, the conference center is in a secure setting with self-contained buildings and has facilities to accommodate groups from 4 to as large as 1,800 people.

Mission

The National Conference Center strives to be the nation's best training facility, offering a nationally recognized, distraction-free, residential learning environment. Working in partnership with our customers, our professional service-oriented staff is committed to helping each client achieve their program goals and objectives, resulting in long-term business relationships.

Who we are

- **Dedicated meeting environment** to train your people to work faster, smarter and better
- **Secure setting with self-contained buildings**, surrounded by 110 acres
- **Government meetings leader** with expertise in providing facilities to the government for over 20 years
- **Value per diem rates and one-stop shopping** through GSA eBuy system

What we offer

An overview of services offered on-site by The National Conference Center:

- **Over 265,000 square feet of meeting space, 250 meeting rooms and 917 single-occupancy guest rooms** in self-contained wings
- **Complete Meeting Package at prevailing government per diem year-around** (also available for day meeting attendees)
- **A dedicated conference planning manager** will be your liaison and your primary contact for on-site support at no additional cost to aid in support of your program, meeting logistics and reservations.
- **In-house audio-visual support** by our experienced AV team. Supplies and equipment are set to customer specifications by our event staff for seamless presentations
- **Advanced Internet technology services** with high bandwidth capabilities including T-3 and complimentary Wi-Fi access provided by our in-house IT team
- **Meals included as part of the Complete Meeting Package**, as well as all-day beverage service and twice daily snack service
- **Upgraded banquets, receptions and other events** are available and coordinated by your conference planning manager
- **Document preparation support** is provided through our Business Center and our full-service reproduction department
- **Easy online registration for guest rooms** customizable information about the conference/training event, links to our website for useful information about NCC and the area and the ability to register for airport shuttle service
- **Eco-friendly conference meeting space, dining and accommodations** that meet the certified green standards. NCC follows green recommendations of the EPA 14-point checklist, and is Green Seal™ GS-33 Silver certified and Virginia Green™ certified
- **Flexible billing options** to comply with federal guidelines
- **Turn-key solutions** for all your conference needs

Federal Regulations

Federal business at The National Conference Center comprises over 60% of our total business. At NCC, we pride ourselves in being leaders in government meetings. NCC was the first conference center to be awarded a GSA schedule. Our government sales managers are very familiar with the federal regulations and are versed at offering custom solutions to fit within these requirements.