



A Guest's Guide to The National Conference Center

Experience the largest eco-friendly conference center in the nation.
Everything you need to know to plan a productive meeting, conference,
retreat or training program at NCC.

20+ Years of Excellence in Meetings • Knowledgeable Conference Planners
Convenient Location outside DC • Near Dulles International Airport
Dedicated Learning Environment • Green-certified Facility • Customized Solutions

THE 
NATIONAL
CONFERENCE
CENTER®

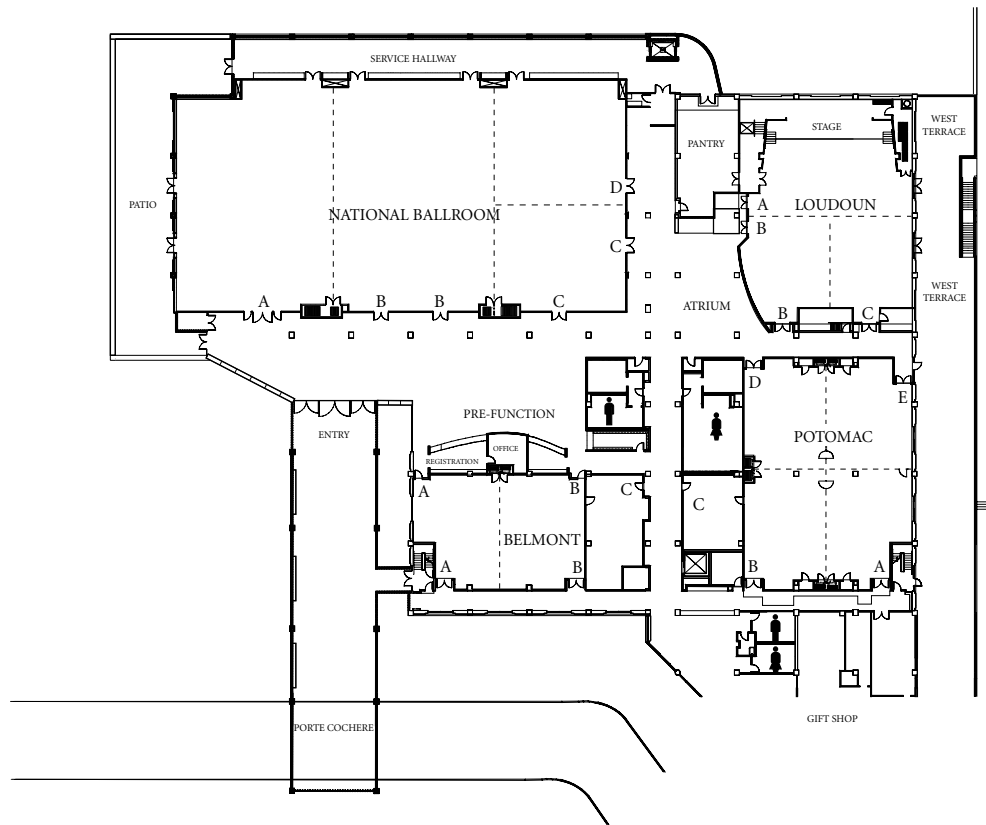
18980 Upper Belmont Place
Leesburg, VA 20176-1245

Phone: 877.363.3108

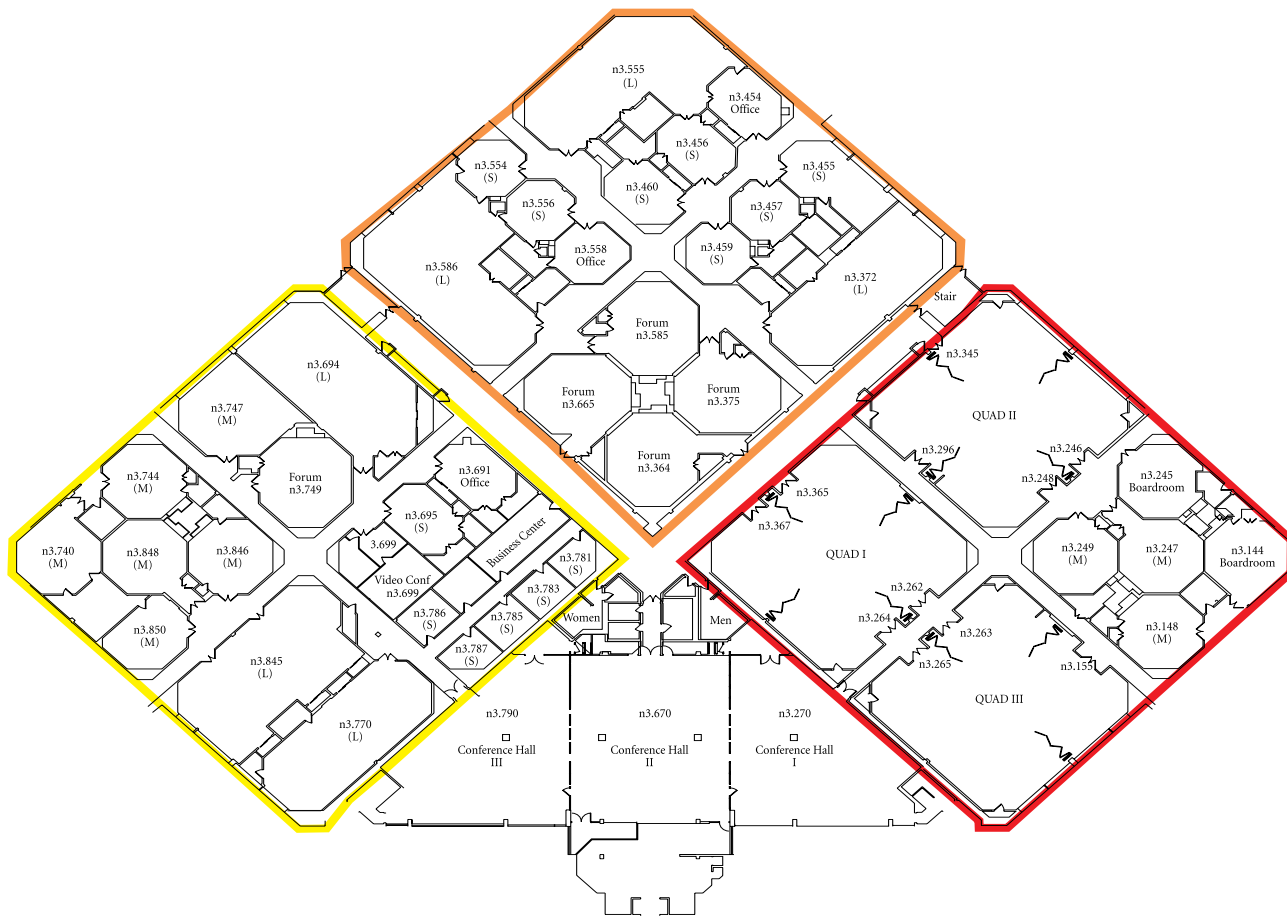
Fax: 703.729.5382

conferencecenter.com

WEST BUILDING



NORTH BUILDING | THIRD FLOOR

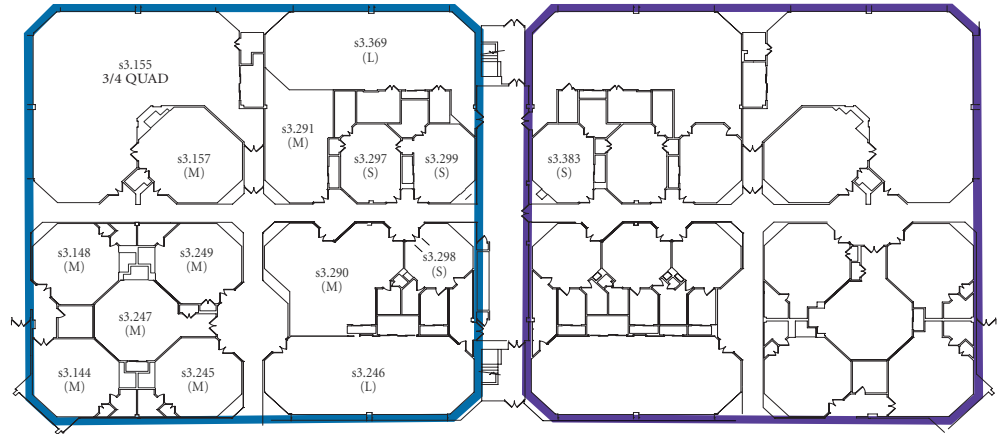


NORTH BUILDING | FOURTH FLOOR

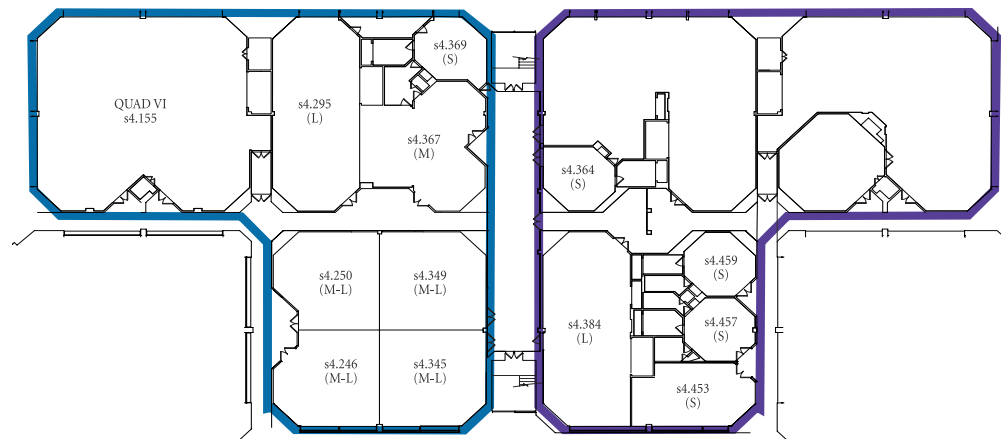


SOUTH BUILDING

THIRD FLOOR



FOURTH FLOOR



RESERVATIONS AND REGISTRATION

877.363.3108

sales@conferencecenter.com

18980 Upper Belmont Place
Leesburg, VA 20176



Reservations and Registration

The National Conference Center's reservations policy: Our reservations staff makes every effort to accommodate your requests, however early check-ins and late check-outs cannot always be guaranteed. Please review the following and ask your conference planning manager any questions you may have.

Prior to Arrival

There are six floors of guest rooms in the North and South Buildings. Suites and handicapped-accessible rooms must be reserved in advance.

Please use the rooming list and/or the secured online Passkey site set up for your group to submit the names of all guests attending the conference. Guests not requiring overnight accommodations are referred to as "Day Guests." Guarantees for day guests (for each meeting day) are required three business days prior to the first meeting day.



Upon Arrival

Check-in: 5:00 PM, Check-out: 1:00 PM

All guests are required to provide a valid credit card number upon arrival. This covers all purchases, room incidentals, and activates telephone service in the guest rooms. Local-area calls are no charge, metro area calls are 75 cents each and long distance calls are charged at the AT&T daytime operator assisted rates, 24 hours a day.

Guest badges will be provided to all guests at check-in or by your planning manager. The badges must be worn for entrance into the dining room as a guest identifier. Arrangements can be made with your planning manager to design customized badges for an additional fee.

Transportation Options

The National Conference Center shuttle picks up at Washington Dulles International Airport only. Please reserve your airport shuttle online at www.conferencecenter.com/transportation.cfm. **The cost is \$20.00 per person, each way.**

Parking for day commuters is available in Lots A and B. Free shuttle service is provided from our parking lot to the lobby. For commuters with hybrid vehicles, reserved parking spots are located in the lot near the entrance of the West building. The schedule below is for the parking shuttle only:

Please note transportation hours are subject to change.

Monday - Friday	5:45 AM - 10:15 PM	Every 10 minutes
Saturday	On Call	As needed
Sunday	2:00 PM - 10:15 PM	Every 10 minutes



LEISURE AND RECREATION

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Leisure and Recreation

We believe everyone deserves to have a rewarding experience outside of the classroom. In Northern Virginia, there's something for everyone - from strolling through historic Leesburg, escaping to Loudoun County's Wine Country, or simply relaxing in one of our two property lounges.

Lounges

Our two unique lounges, Black Olive Sports Bar and Hop 'N Vine both provide an opportunity for your group to socialize outside of your productive training. During your stay, please check our activities calendar displayed around property for nightly entertainment and specials at either lounge.

Black Olive Sports Bar features a Wii™ Lounge, pool tables, dart boards, and over 15 flat-screen TVs for those sports lovers. Meet friends and colleagues here for a drink and a slice of our famous Vincenzo's Firehouse Pizza.

Hop 'N Vine is the place to relax with fellow attendees as you enjoy local beers and wines crafted from the great vineyards of Virginia.



Fitness

Our campus is equipped to keep your group in shape. Walk or jog along our 1.3-mile path and enjoy a natural background of 110 wooded acres surrounding the conference center.

For those who prefer the indoors, the fitness center is located on the second floor of the West building. Our center offers a variety of exercise equipment including treadmills, ellipticals, row machines, and a full array of weights for lifting. Use of our fitness center is complimentary to all overnight attendees and can be accessed by using the guest room key.



"Get Away and Explore"

For your convenience, we offer shuttle service to nearby activities in Northern Virginia and DC. Take pleasure in exploring neighboring attractions with our knowledgeable transportation staff. Visit the National Air and Space Museum or experience a Civil War walking tour in Leesburg. On the weekends, join us for a winery tour and taste the great wines of Virginia. Or, if you enjoy shopping, you'll find plenty of upscale bargains at Leesburg's Premium Outlet stores.

During your stay, allow our front desk to plan your group's visit to the Nation's Capital. Take advantage of our "Capital package" which includes dinner and a detailed tour of some of the most admired sites in Washington, D.C. Private group excursions can be arranged by your conference planner (see pages 10-11 for more details).

ATTRACTIONS, DINING AND SHOPPING

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Wineries, Destination Dining and Shopping

Loudoun County, Virginia, is a destination with the best of both worlds - a pastoral landscape preserved in time, with a close proximity to the nation's capital. From small towns and villages to horse and wine country, Loudoun is the perfect group destination.

DC's Wine Country®

If you do one thing while you're in Loudoun, it should be to visit DC's Wine Country. Loudoun's 30 wineries and tasting rooms all offer a unique experience.

Use the [Touring Guide to DC's Wine Country](#), a publication of Visit Loudoun, to learn about each winery and tasting room's history, the rich land that grows their grapes, and the experience they offer to visitors. Pre-arrange a special group tour and tasting. Your conference planning manager can make your shuttle arrangement to whisk you into the heart of Virginia's wine culture.



Destination Restaurants

The International Culinary Tourism Association defines a destination restaurant as a place that is so unique that people will travel just to dine there. In Loudoun, destination restaurants were selected based on a criteria of food, service and a distinctive setting or decor.

These establishments are also considered local favorites and have been given awards and accolades. At the destination restaurants of Loudoun, locally grown products play an integral role in the menu. Many destination restaurants also serve Loudoun wines by the bottle or glass.

To find out about the specific dining experiences of Loudoun, explore the [Destination Restaurants](#) on Visit Loudoun's website.



Shopping

Discover rare finds at boutiques along the main streets of historic towns like Middleburg and Leesburg. Old country stores and shops full of charm and character give you a taste of Loudoun from another era.

If you prefer to shop until you drop, Loudoun has it all. On Tuesday and Thursday evenings, take the shopping shuttle from The National Conference Center to Leesburg Corner Premium Outlets. You'll have the opportunity to shop over 110 upscale stores for bargains on world-famous designer labels. Stores in the outdoor shopping village include Williams-Sonoma, Saks Fifth Avenue OFF 5TH and more.

ATTRACTIONS, DINING AND SHOPPING

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Towns and Villages, Heritage and Recreation

Discover what Loudoun County has to offer. As a destination full of character, your group can experience early American history or take in the beautiful scenic breathtaking views, all within minutes from the Conference Center. No matter your interests, Loudoun County has something fun to offer you.

Towns and Villages

Rich in American heritage, the seven towns and numerous villages of Loudoun have friendliness and charm that offers the perfect escape from life's everyday routine. Loudoun is home to National Historic Landmarks, annual fairs and festivals and Civil War sites. Each town has a pleasant streetscape unveiling its history. Loudoun's most popular visitor destinations are the town of Leesburg, the county seat, and Middleburg, the unofficial capital of horse country.



Heritage

In our backyard lies the history of America. Loudoun County is in the center of The Journey Through Hallowed Ground, a 180-mile scenic and historic corridor stretching from Jefferson's Monticello near Charlottesville, Virginia, to Gettysburg, Pennsylvania.

Today, 19th-century plantations and Civil War battlefields still exist in Loudoun for visitors to touch a piece of America's history. In Leesburg, Morven Park is a 1,000-acre estate that was the home of a Virginia governor. It features a Greek Revival-style mansion, the Museum of Hounds and Hunting, a horse-drawn carriage collection, recreated Civil War camp and boxwood gardens. Ball's Bluff Battlefield is the site of the second largest Civil War battle fought in Loudoun and features a one-mile hiking trail loop with interpretive signs and a national cemetery.



Recreation and Golfing

The great outdoors of Loudoun County is waiting for you to take advantage of what it has to offer. Hike scenic parks, bike the old W&OD trail, which is now a 45-mile paved multi-use recreational trail, go horseback riding or just take in some fresh air.

Bring your passion and awaken your game to the holes of championship golf in Loudoun, where many courses are designed by golf professionals like Greg Norman and Gary Player. Enjoy gorgeous scenery and pro-golf shops with experienced professionals.

VISIT 
LOUDOUN

For more information:
www.visitloudoun.org

DIRECTORY

877.363.3108

sales@conferececenter.com

18980 Upper Belmont Place
Leesburg, VA 20176**Hours of Operation**

We believe in making your job easier - that's why we've compiled a list of departments and their hours of operation. The hours may vary based on business levels. Transportation arrangements may be arranged through Front Desk. While on property, all requests can be accommodated by dialing the Front Desk or Rapid Response at "0."

Front Desk/Main Operator	(703) 729-8000
Sunday - Saturday	24 hours

Business Center	(703) 724-6282
Monday - Thursday	7:00 AM - 4:00 PM
Saturday	8:00 AM - 4:00 PM
Sunday	12:00 PM - 8:00 PM

Complimentary Break Stations	
Sunday - Saturday	Based on conference schedule

The Dining Room	
<i>Breakfast</i>	
Monday - Friday	6:30 AM - 8:30 AM
Saturday - Sunday	7:00 AM - 9:00 AM
<i>Lunch</i>	
Sunday - Saturday	11:30 AM - 1:30 PM
<i>Dinner</i>	
Sunday - Saturday	5:30 PM - 8:00 PM

Gift Shop	(703) 724-6295
Monday - Friday	7:00 AM - 11:00 PM
Saturday	9:00 AM - 3:00 PM
Sunday	11:00 AM - 9:00 AM

Fitness Center	
Sunday - Saturday	24 hours, with guest-room key

Housekeeping & Linens	
Monday - Friday	7:30 AM - 12:00 AM
Saturday - Sunday	8:00 AM - 11:00 PM

Black Olive Sports Bar	(703) 724-6265
Sunday - Saturday	7:00 PM - Last call*

Hop 'N Vine Wine Bar	(703) 724-6290
Monday - Thursday	5:00 PM - 9:00 PM*

Billiards "Red Commons"	
Sunday - Saturday	24 hours, unless privately reserved

Mailroom	(703) 724-6547
Monday - Friday	7:30 AM - 4:00 PM

Security	(703) 724-8000
Sunday - Saturday	24 hours

*Hours are subject to change.

Additional Information

While on-site, messages and faxes may be directed to the numbers below. Please have the contact specify your name, group name, and title of the program you are attending.

Business Center: (703) 724-6282

Main Operator: (703) 729-8000

Fax: (703) 729-5382

CERTIFIED CONFERENCE CENTER

877.363.3108

sales@conferencecenter.com

18980 Upper Belmont Place
Leesburg, VA 20176

The National Conference Center

Feel reassured that your program is in good hands at NCC.

Benefits of a True Conference Center

Productive, distraction-free environment for maximum learning and greater results for your organization

Certified by the International Association of Conference Centers (IACC) for a superior setting, services and support

Exacting standards and stringent guidelines to ensure the highest quality conference experience

Dedicated, professional staff to give you maximum results from your meetings and training sessions

Green-Certified Facility

Pro-active environmental initiatives to save energy and reduce the depletion of renewable and non-renewable resources

Green Team to make and enforce policies that help us achieve our goals to reduce, reuse and recycle

Certified for "green meetings":

- Green Seal™ GS-33 Silver
- Virginia Green™ certified
- Compliant with EPA 14-point Checklist

Read more at conferencecenter.com

Certifications & Awards

- Member, International Association of Conference Centers
- Americans with Disabilities Act (ADA) Accessible
- FEMA – Fire Prevention and Control Guidelines — VA0857
- Green Seal — Silver Certification

Numerous awards for meeting excellence, including Pinnacle Awards, M&C Gold Key Award and The Paragon Award



Connect with us...

We'd love to hear or "link-up" with you on any of our social media platforms. Click any button above to connect!