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OFF SITE VENUES FOR SMALLER MEETINGS CAN BE HIDDEN JEWELS

TYSONS CORNER, VA (June 3, 2008) – Meeting planners have a variety of choices when it comes to large meetings. Smaller meetings, however, can be a challenge to book and can get lost in the shuffle at larger hotels.

The solution for many meeting planners may be finding an offsite conference center. “Many of our clients have been using the Executive Conference and Training Center (ECTC) in Tysons Corner for years,” stated Amy Harris of the ECTC Tysons Corner.

The Tysons Corner location, which can accommodate groups of up to 60, is one of two ECTC sites; the second center is located at Dulles. Both locations are approved by the International Association of Conference Centers (IACC). IACC is a not-for-profit, facilities-based organization whose mission is to assist members in providing the most productive meeting facilities. Only conference centers that comply with the 30 stringent standards of the Universal Criteria are approved by the association.

Both ECTC locations offer ergonomic chairs, hard surface tables, high speed Internet access, audiovisual, all day continuous breaks, and a dedicated on-site conference center manager. Each conference center is located adjacent to hotels offering preferred rates for ECTC groups. All meeting packages include an all day meeting break kiosk, which is refreshed throughout the day. Items include morning and afternoon specialty foods, daily lunch buffet, freshly brewed coffee, gourmet teas and a variety of beverage items.

Amy Marriott of ECTC Dulles stated, “Many clients use the ECTC because of our location.” The center is located just two miles from Dulles International Airport and allows capacity for groups of up to one hundred. “For those with out-of-town attendees, the Dulles location makes it easy for their people to get into town and to the conference center,” added Marriot. “With several hotels within

walking distance, all with complimentary shuttle service to the airport and Dulles Town Center, it's a win-win for attendees and the meeting planner. Clients also like the fact that they can send a request for a proposal right through our website. It just makes it easy." Both locations offer online RFPs via their website, www.conferenceandtraining.com, or by calling 703-738-3123 for Tysons or 703-480-7488 for Dulles.

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