Joshua Hilbrand

National Council on US-Arab Relations

1730 M Street NW, Suite 503

Washington, DC 20036

Dear Mr. Hilbrand,

Thank you for again choosing the Georgetown University Conference Center for your upcoming event! We appreciate your business and look forward to working with you to ensure a successful event is achieved on all levels. Your sales manager, Cindy Zimmerman, has turned your event over to me for the next phase of planning. I will be working with you as your conference planner to handle the specific details related to your rooms.

This letter includes forms and information to assist you in preparation prior to your arrival on property. I have included a sample of a mailing label for any materials should you need to ship any items to GUHCC before the start of your event.

Below I have provided the links your guests can utilize to make their reservations online.

If you have any questions on how to use the links, please do not hesitate to let me know.

Please keep in mind that reservations need to be made before **October 27th, 2014**.

Top of Form 1

**Direct URL for Attendee Registration (If use this URL, no login for attendee is needed)**:
MSBE:<https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=1303950&hotelID=15410>

In the meantime, should you have any questions, please contact me directly. You will find my contact information at the end of this welcome letter and I will be happy to assist.

My Warmest Regards,

Cindy Garcia

Director of Conference Planning

Direct Line: 202-687-3237

Email: garcia-cindy@aramark.com



**Welcome!**

The Georgetown University Hotel & Conference Center is located within a mile of Historic Georgetown with all of its shops, restaurants, and galleries. Among the dining options at the hotel are The Faculty Club Restaurant – a full service buffet venue, Starbucks, Cosi and a Fast Food Court. In addition, room service is available for in-room dining during breakfast and dinner hours.

The hotel houses an **exercise room**, and guests receive discount passes to the Yates Gatehouse ($10 per day)—on the university campus—which has an indoor pool, running track, racquetball courts, outdoor tennis facilities, and extensive fitness equipment.

An on-site **business center** features a menu of options and offers high-speed Internet access (surcharge).

**GUTS (Georgetown University Transit System)** buses run every 20 minutes, during the day on weekdays, to both Rosslyn and Dupont Circle Metro stations (complimentary for hotel guests).

The hotel offers same day **dry cleaning services**, as well as a limited laundry facility on the guest floors.

**Check in time is 4:00 PM.**

**Check out time is 11:00 AM.**

***Parking***

Parking in the Leavey Parking Garage will cost $25 for the day. The parking garage is cash or major credit card and parking is*limited***.** Public transportation is recommended. Ask your planner for more information**.**  ATMS are located off of the hotel lobby. Hotel guests parking in the Leavey Center Parking Garage can charge parking to the hotel guest room and front desk will provide a garage pass.Once you park, take the elevator to the Lobby Level and take a left down the stairs. You will exit near the front desk of the Conference Center.

Parking is also available in the South Parking Garage at a cost of $20 for the day. This garage can be accessed by entering the Georgetown campus at the Canal Road entrance near the Key Bridge (the entrance is next to the large rock reading “Hoya Saxa”). From there, follow the signs to the O’Donovan Parking Garage. From the garage, it is a 5-10 minute walk north across the Georgetown University campus to the Conference Center.

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**DINING OPTIONS**

**The Faculty Club Restaurant**

*Located in the hotel and features a varietal buffet*

Monday - Friday 7:00 AM - 11:00 AM---Breakfast Buffet

 11:30 AM - 2:30 PM---Lunch Buffet

Saturday & Sunday 8:00 AM - 12:00 PM---Breakfast Buffet

**Room Service**

Daily 6:00 AM - 10:00 AM---Breakfast

 5:00 PM - 11:00 PM---Dinner

**Leavey Student Center**

***Starbucks Coffee***

*Located in the North Gallery*

Monday - Friday 6:30 AM - 9:00 PM

Saturday & Sunday 7:30 AM - 5:00 PM

***Cosi***

*Located in the North Gallery*

Monday - Friday 10 AM - 7:00 PM

Saturday & Sunday 11:00 AM - 5:00 PM

***Uncommon Grounds***

*Adjacent to Hoya Court in the heart of the Leavey Student Center*

Monday - Thursday 7:30 AM - 12:00 AM

Friday 7:30 AM - 10:00 PM

Saturday 10:00 AM - 10:00 PM

Sunday 10:00 AM - 12:00 AM

***Vital Vittles***

*Adjacent to Hoya Court in the heart of the Leavey Student Center*

Monday - Friday 8:00 AM - 1:00 AM

Saturday & Sunday 10:00 AM - 1:00 AM

**Hoya Court**

*Hours subject to change due to student schedule*

* Subway
* Elevation Burger
* Salad Creations

***Directions to the Georgetown University Conference Center***

3800 Reservoir Road, N.W. Washington, DC 20057

202-687-3200

**Via Car**

**From Virginia and Washington National/ Reagan Airport**

Driving Directions: Take George Washington Parkway North. Follow signs for Key

Bridge/Route 50. Follow the road until the Key Bridge exit. You will want to be in the

left lane as you cross over Key Bridge. At the end of Key Bridge, take a left at the light.

This is M Street, which becomes Canal Road. Follow the road as it bears to the right and

go up the hill. Go through the light – you are on Foxhall Rd. At the third light take a

right onto Reservoir Rd. Follow Reservoir Rd. until you get to Entrance #1 of

Georgetown University Hospital, turn right. Follow the road straight back, it will dead end

into a parking garage. This is the Leavey Center Building. Enter the parking garage

and turn right. In front of you will be the door to the Conference Center Elevator. If you

need to drive directly to the Conference Center Entrance, you will need to turn right

before you enter the parking garage. The entrance is under the green awnings. Call our

directions line at 202-687-5452 for directions from the airport and other locations. (*See*

*below for further parking information.)*

**From Virginia and Washington Dulles Airport – IAD**

Driving Directions: Follow Dulles Airport Access Road to I-66. Take I-66 east to Key

Bridge exit. You will want to be in the left lane as you cross over Key Bridge. At the

end of Key Bridge, take a left at the light. This is M Street, which becomes Canal Road.

Follow the road up the hill as it bears to the right. Go straight through the light – you are

on Foxhall Rd. At the third light take a right onto Reservoir Rd. Follow Reservoir Rd.

until you get to Entrance #1 of Georgetown University Hospital, turn right. Follow the

road straight back, it will dead-end into a parking garage. This is the Leavey Center

Building. Enter the parking garage and turn right. In front of you will be the door to the

Conference Center Elevator. If you need to drive directly to the Conference Center

Entrance, you will need to turn right before you enter the parking garage. The entrance is

under the green awnings Call our directions line at 202-687-5452 for directions from the

airport or other locations. (*See below for further parking information.)*

**From Maryland and Baltimore-Washington International Airport – BWI**

Driving Directions: Follow I-95 South to I-495. Take the I-495 West Exit towards

Silver Spring. Continue towards Virginia on I-495 South. Follow to Cabin John

Parkway Exit 40 (Glen Echo). Continue on the Parkway past Chain Bridge Rd. and take

a left at the next light. This is Arizona Ave. At the top of the hill, take a right onto

MacArthur Blvd. When the road divides bear left onto Reservoir Rd. Follow Reservoir

Rd. until you get to Entrance #1 of Georgetown University Hospital, turn right. Follow

the road straight back, it will dead-end into a parking garage. This is the Leavey Center

Building. Enter the parking garage and turn right. In front of you will be the door to the

Conference Center Elevator. If you need to drive directly to the Conference Center

Entrance, you will need to turn right before you enter the parking garage. The entrance is

under the green awnings. Call our directions line at 202-687-5452 for directions from the

airport and other locations. (*See below for further parking information*.)

**Via Metro**

To reach the conference center via Metro, board the Georgetown University

Transportation Shuttle (GUTS) at either the Rosslyn or Dupont Circle Metro stops.

When boarding the Shuttle, inform the driver that you are attending an event at the

University Conference Center. The shuttle begins operating at 6:15 a.m., runs every 10

minutes and will drop you off on the campus very near the Conference Center. Allow a

minimum of 20 minutes to reach the Center from either of the Metro stops.

From DuPont Circle (Red Line):

There are two exits at the DuPont Circle Station. Use to the Q Street exit.

Exit via the escalator.

At the top of the escalator, turn left and cross 20th Street

Turn left, walk down 20th Street, and take the first right onto Massachusetts Avenue.

***There is no sign for the stop***, but the shuttle will stop on Massachusetts just past

20th Street. Wait near the green fire hydrant.

From Rosslyn (Orange or Blue Line):

Take the escalator out the only exit from the Rosslyn station.

Turn right at the top of the escalator and walk toward the street.

When you get to the street (N. Moore Street), turn left.

Cross 19th Street and you will see a sign for the Georgetown University Shuttle.

The stop is at the intersection of N. Moore and 19th.

**Mailing Label Format:**

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| Georgetown University Hotel & Conference Center |
|
| Leavey Center – Sales Office |
|
| 3800 Reservoir Road, N.W. |
|
| Washington, DC 20057 |
|
| Attention: Cindy Garcia-Director of Conference Planning  |
|
| Name of Event:  |
|
| Date of Event:  |
|
| Number of Boxes (1 of 2, 2 of 2, etc.) |
|

Please be sure to number all boxes.

After shipping your packages please e-mail your tracking numbers to:

garcia-cindy@aramark.com



To Front

Desk

E

Conference

Room 4

Conference

Room 5

Conference

Room 6

East Hallway

To Student Center

Conference

Room 3

Conference

Room 2

East Hallway

To student center

South Gallery

Conference

Room 4

Conference

Room 5

Conference

Room 6

West

Lobby

H

G

E

F

D

C

B

A

Business Center

**M** Restroom

**W** Restroom

Executive

Conference Room

|  |
| --- |
| **Georgetown University Hotel & Conference Center Rooming List** |
| GROUP NAME: Folio #:  |
| Submitted by: Date Submitted: |
|   |
| **VIP** | **ADA** |  | **Name**  | **Arrival Date** | **Departure Date** | **ALL Charges** | **Room & Tax Only** | **IPO** | **CC Type** | **Expiration** | **Credit Card Number** |
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| KEY: *VIP- Please indicate any special requests or instructions.* | Additional Notes regarding group or individuals: |
| ***ALL Charges****- Master Folio to Cover ALL Charges****Room & Tax Only****- Master Folio to cover only room and tax. Incidentals on own.* ***IPO****- Individual will pay all charges.* |
|  *ADA*–Use to designate whether attendees require special accommodations as directed by the Americans with Disabilities Act. |
| A credit card number is needed to guarantee all **Individual Pay Own** Reservations for all over night Guests. Any reservation not guaranteed with the individual’s credit card will be guaranteed against the Master Bill. |   |   |