



*down-to-earth inclusions*

**MEET HIGH EXPECTATIONS.**

Our tradition of meticulous hospitality continues in high-style with an unwavering sensibility to the needs of today's guests. Custom cuisine enables you to add your own culinary flare to business breakfasts, casual luncheons, cocktail parties and gala soirees. Get down to business in comfortable meeting spaces with everything you need at your fingertips, from notepads to LCD screens. Stay connected to work and workout routines with a complimentary full-service Business Center, swimming pool and Fitness Center. And at the end of the day, relax in restful guestrooms with all the amenities.



*fresh take ON PURELY PRODUCTIVE MEETINGS.*

A fresh take on hospitality brings a unique combination of allergy-friendly PURE Guestrooms and PURE Meeting Space. Medical-grade filtration systems remove air particles, sanitized heaters and air conditioners eliminate contaminants and antimicrobial cleaning products deter the growth of bacteria to make these facilities 99.9 percent allergen-free. We even pump extra oxygen into meeting rooms to keep attendees alert. With an emphasis on green building practices, the newly constructed Executive Meeting Center is LEED certified and accredited by the International Association of Conference Centers.



*blazing-fast technology WITHIN EASY REACH.*

Control everything at the touch of a button. Whether you're presenting the annual report or a wedding toast, simplified room controls put the best LCD projectors, screens, lights and audio/visual equipment at your fingertips. Touch-enabled signage helps guests keep track of flights, weather and area attractions. Stay connected to who and what you need with enterprise-class Wi-Fi throughout the Executive Meeting Center, two purpose-built video conference rooms and a full-service Meeting Concierge.



*a refreshing alternative TO THE USUAL EXCLUSIVELY AT HYATT DULLES.*

Streamlined planning helps you get organized in one fluid motion. A dedicated team of expert planners works quietly behind the scenes to take your event from ordinary to extraordinary. Easy-to-book and all-inclusive meeting packages offer seamless planning from beginning to end. Convenience is key — for a single fee, food, meeting rooms and guestrooms are organized for you, down to the last brilliant detail.



THE *service* AND *flexibility* OF A FIRST-CLASS HOTEL.  
THE *facilities* AND *features* OF A CONFERENCE CENTER.

- Easy-to-book meeting packages*
- State-of-the-art technology*
- PURE allergy-friendly*
- LEED certified*
- Productive environment*
- Exceptional service*
- Full-service Business Center*
- International Association of Conference Centers Accredited*

We set out to build a better meeting experience with planners and guests in mind. Purposeful design and pleasing aesthetics form the new Executive Meeting Center. And we've filled it with all the elements for extraordinary events.



THE EXECUTIVE MEETING CENTER  
AT HYATT DULLES ...

ALL THE *elements* COME  
TOGETHER FOR AN  
*authentic* EXPERIENCE.

Born of earth, air, fire and water, the new Executive Meeting Center: the quintessential place for successful meetings and innovative events in the capital region. 18,000 sq. ft. of function space and 11,000 sq. ft. of pre-function space that is Hyatt Dulles' alone.



2300 DULLES CORNER BLVD.  
HERNDON VA 20171  
703 713 1234  
[HYATTDULLES.COM](http://HYATTDULLES.COM)



WE PROVIDE CORE COMPONENTS TO FORM *the ground work*

### Productive Conference Rooms

Your conference room size is proportional to the number of attendees and guestrooms occupied. All of our dedicated conference rooms feature hard writing surfaces, non-glare tables, 18-hour ergonomic chairs, excellent lighting, solid wall construction, tackable wall surfaces, whiteboards, built-in screens, and an amplification system. Your conference room will be set up for the scheduled hours of your meeting. Meeting rooms for multiple day programs are reserved on a 24-hour basis for storage of supplies and equipment.

### Technology & IT Services

The center is equipped with state-of-the-art technology. Every meeting room features high-speed Internet access. We support dynamic presentations with real-time information, email kiosks, video conferencing, webcasting and broadband-configured computers. Our standard audio-visual package includes one LCD projector, projection screen, and two flip-chart pads and markers. Package includes one Internet connection in your general session room. Our audio-visual staff is available throughout the day to assist you.

### Business Center Services

The Business Center is staffed daily and offers business and concierge services to support the meeting needs of our conferees away from the office. The meeting service desk will assist with last-minute photocopying, faxing and concierge services. All services are included in our meeting packages. We also offer a Technology Room, complete with computer and laptop workstations with high-speed Internet and the latest software, and it is open 24 hours.

### Continuous Refreshment Break (Sweet, Salty and Healthy)

A break is offered continuously during the day, 7 a.m. to 5 p.m. So whenever you are ready to break, the break is ready for you. Morning break features an elaborate display of freshly brewed coffees, specialty teas, assorted juices, soft drinks, filtered water, yogurts, sliced and whole fresh fruits, cold and hot cereals, and a variety of breakfast pastries, muffins and bagels. Afternoon break features freshly brewed coffees, specialty teas, soft drinks, iced tea, fruit drinks, filtered water, freshly baked sweets, a specialty snack item, whole fresh fruits, chips and pretzels, and assorted ice cream and fruit bars.

### Dinner, Morning Breakfast Buffet, Hot and Cold Luncheon Buffet

Dinner includes salad, entrée, vegetable, starch, dessert and non-alcoholic beverage choice. The following morning, wake up to a breakfast buffet option featuring eggs any style, assorted juices, hot and cold cereals, fresh and whole fruit, breakfast potatoes, bacon and sausage, specialty item (pancakes, waffles, etc.), breakfast pastries and choice of beverage. Our Package options also include a hot and cold lunch buffet with soup du jour, salad bar with all the toppings, homemade assorted salads, whole fruit, freshly sliced deli meats and cheeses, deli salad (tuna, ham, chicken, etc.), assorted rolls and breads, specialty station, three hot entrées, vegetable, starch, elaborate dessert display, and choice of non-alcoholic beverage.

### Private Dining & Enhanced Food & Beverage Options

Catering facilities and several private dining rooms are available for groups, and special menus are available upon request. We are proud to offer our Taste of Tuscany Wine Dinner featuring the wines of Castello Banfi.

## EXECUTIVE *meeting* CENTER

### Hyatt Dulles

#### ROOM DIMENSIONS & CAPACITIES



Room Name	Room Dimensions Length x Width x Height	Square Feet	Banquet	Reception	Theater	Classroom	Boardroom	U-Shape	Hollow Square	Exhibit
<b>GROUND LEVEL</b>										
LURAY BALLROOM	121' x 72' x 18'	8,740	700	1,000	900	500	—	—	—	—
B or E	30' x 36' x 18'	1,117	90	150	110	60	30	30	42	—
C or D	30' x 36' x 18'	1,078	90	150	110	60	30	30	42	—
A or F	60' x 36' x 18'	2,182	150	225	250	125	—	50	60	—
BC or DE	60' x 36' x 18'	2,204	150	225	250	125	—	50	60	—
ABC or DEF	60' x 72' x 18'	4,400	300	500	500	250	—	100	100	—
BCDE or AF	121' x 36' x 18'	4,286	300	500	500	250	—	—	—	—
PREFUNCTION	—	10,954	—	—	—	—	—	—	—	—
CIRRUS BALLROOM	90' x 46' x 16'8"	4,140	330	450	400	250	—	100	—	—
A or B	30' x 46' x 16'8"	1,380	120	150	150	80	40	40	40	—
C or D	30' x 23' x 16'8"	690	50	75	75	40	20	25	20	—
AB or BCD	60' x 46' x 16'8"	2,760	240	300	300	160	—	80	—	—
LAYTON	44' x 28' x 9'6"	1,223	100	150	120	70	30	36	48	—
ROCKBRIDGE	44' x 28' x 9'6"	1,223	100	150	120	70	30	36	48	—
CHESAPEAKE BOARDROOM	24' x 29' x 9'6"	693	50	75	60	30	24	24	24	—
CHESAPEAKE TELEPHONE ROOM	10' x 9' x 9'6"	99	—	—	—	—	—	—	—	—
POTOMAC BOARDROOM	22' x 29' x 9'6"	652	50	75	60	30	24	24	24	—
POTOMAC TELEPHONE ROOM	8' x 10' x 9'6"	83	—	—	—	—	—	—	—	—
PRIVATE DINING ROOM	38' x 29' x 9'6"	1,073	50	65	50	30	25	20	25	—



YOU CUSTOMIZE THE PURELY *productive* PACKAGE

### The Complete Meeting Package - CMP

- Executive Suite accommodations
- Dinner in Elements Restaurant
- Morning hot and cold breakfast buffet in Elements Restaurant
- Continuous refreshment breaks – Healthy, Salty and Sweet – 7 a.m. - 5 p.m. daily
- Hot and cold luncheon buffet
- Audio-visual package to include one LCD projector, projection screen, one Internet connection and two flip charts and markers

### The Modified Meeting Package - MMP

- Executive Suite accommodations
- Morning hot and cold breakfast buffet in Elements Restaurant
- Continuous refreshment breaks – Healthy, Salty and Sweet – 7 a.m. - 5 p.m. daily
- Hot and cold luncheon buffet
- Audio-visual package to include one LCD projector, projection screen, one Internet connection and two flip charts and markers

### The Day Meeting Package - DMP

- Continuous refreshment breaks – Healthy, Salty and Sweet – 7 a.m. - 5 p.m. daily
- Hot and cold luncheon buffet
- Audio-visual package to include one LCD projector, projection screen, one Internet connection and two flip charts and markers

\* Half-day Meeting Packages with and without lunch are available.

### Additional Items of Note

- All service charges are included in all meeting packages at 22 percent. Additional charges may occur for items added to meeting packages. Housekeeping, bellman and lounge server gratuities are not included.
- Taxes are additional on all meeting packages. The sales tax rate is 5 percent as of January 2010. Taxes are subject to increase as required by law.
- Recreation available includes complimentary access to the swimming pool and Fitness Center to enhance the daily workout routine of your conferees.
- Complimentary airport transportation is available to and from Dulles International Airport.
- Self-park facilities are available at no charge.

*Packages are all-inclusive on a per person basis, plus state taxes. All service charges are included at 22 percent. Alcoholic beverages are additional. Compare our price, product and value to any traditional hotel setting and see the VALUE. Prices are subject to change; please confirm pricing with your sales representative.*