

# WASHINGTON DUKE INN & GOLF CLUB EXECUTIVE CONFERENCE CENTER

## *Day Meeting Package (DMP)*

- *Conference Rooms on a 24-hour Basis • Dedicated Conference Planner • Continuous Refreshment Breaks • Luncheon Buffet • Business/Meeting Services*
  - *Audiovisual Equipment Including LCD Projector • All Food & Beverage Service Charges*
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### ***Dedicated Conference Planning Manager***

Your Conference Planner is available to assist you with all your meeting requirements, on site and available to respond to the changing dynamics of busy meeting agendas, ensuring a successful meeting.

### ***Executive Conference Rooms***

Set to your specifications with ergonomic chairs, tackable wall strips, hard surface, no glare conference tables, pencils, and candies. A meeting tool kit provides all the necessities such as markers, paper clips, stapler, pushpins and much, much more. Conference rooms reserved for more than one day are reserved on a 24-hour basis. One in-house telephone is available for local calling. High-speed Internet connectivity available throughout the conference center (\$).

### ***Continuous Refreshment Breaks***

Breaks are offered from 7:00am - 5:00pm. Morning service features an elaborate continental breakfast including fresh regular and decaffeinated coffee, specialty teas, sodas, bottled water, assorted juices, fruit yogurts, sliced fresh fruits, cold cereal and a variety of breakfast pastries and bagels. Afternoon breaks feature whole fresh fruits, sweets, ice cream, cookies, and specialty items, along with other healthy alternatives. All breaks consider our health conscious guests with low-fat options.

### ***Meals***

The DMP includes our lunch buffet with salads, deli platter, cooking station, and dessert stations. Alcoholic beverages are additional (\$). Attendees are served in our Vista Restaurant. Private dining and an optional food and beverage plan is available upon request and availability (\$).

### ***Business Center Services***

Our business center is open 24 hours, guest room key required between 7pm -7am. Included in the center is a high volume printer, three self-service computer stations with High-speed Internet access, and laptop connections. Our conference concierge is available to assist you with any copies, faxes, and other business center needs.

### ***Audio-Visual Support***

Our audio-visual package includes for your general session: LCD projector, projection sound, projection screen, video playback unit, and monitor, and one flip-chart pad or one whiteboard with markers. Additional A/V equipment is also available (\$).

### ***Recreation & Fitness***

18-hole championship golf course, indoor pool, 3.1 mile running path through Duke Forest, fitness studio.