

WASHINGTON DUKE INN & GOLF CLUB EXECUTIVE CONFERENCE CENTER

Complete Meeting Package (CMP)

- Complete Breakfast Buffet • Deluxe Guest Room • Conference Rooms on a 24-hour Basis
 - Dedicated Conference Planner • Continuous Refreshment Breaks • Luncheon Buffet
 - Dinner Buffet • Business/Meeting Services • Audiovisual Equipment Including LCD Projector
 - All Food & Beverage Service Charges
-

Guest Room Accommodations

Our Complete Meeting Package includes one newly appointed and generously sized guest room that features amenities such as: executive work desk with two-line telephones, analog data port, with High-speed Internet access.

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 CMP begins with a dinner on the day of your arrival through lunch on your departure day. Each morning a full buffet breakfast is served with an assortment of hot and cold items. At lunch, our buffet is offered complete with salads, deli platter, cooking station, and dessert stations. Dinners also offer a variety of outstanding entrees along with salads and dessert choices. 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 (\$). À la carte meals may be offered based on business levels.

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 two flip-chart pads or one whiteboard with markers. Additional A/V equipment is available (\$).

Recreation & Fitness

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