

ATTENDING A CONFERENCE

We at the *Airlie Center* look forward to having you as our guest. To help ensure your stay with us is comfortable, the following tips will help facilitate your arrival, stay, and departure. We suggest this informational page be sent to your attendees prior to arrival.

LOCATION AND DIRECTIONS

Airlie is located 52 miles southwest of our Nation's capital. From the Washington, D.C. Beltway (I-495), take I-66 West to Exit 43-A, Gainesville/Warrenton. Proceed 9.5 miles south on Route 29. Take a right on Route 605 at the light on Colonial Road. Colonial Road will become *Airlie Road*. Go approximately 2 miles, cross over a single-lane stone bridge, take immediate left onto our driveway.

REGISTRATION and PARKING

Registration for all conference guests (unless otherwise notified by your Conference Director) occurs in the *Airlie House*. Guests may park in front of *Airlie House* for registration, then continue to your overnight lodges. ***Because there are no sleeping rooms in Airlie House, guests should leave luggage in their cars until they have been assigned a room.*** If arriving by taxi or van, have your driver wait until check-in is complete to avoid having to carry your luggage to your sleeping quarters. Ample parking space is provided at the *Airlie House* as well as at each of our overnight lodges at no charge. **All attendees are required to present a credit card at check-in. Any incidental charges will be posted to your credit card at the conclusion of your stay.**

CHECK-IN AND CHECK-OUT PROCEDURES

Check-in time is 3:00pm. Check-out time is 11:30am.

If your conference is paying for your stay, you may either return your key to the Front Desk at time of check-out, or leave your key in your room. If you are paying for all, or a portion, of your stay, you may settle your account with the Front Desk at check-out. If you check-out of your room before your meeting concludes, arrangements may be made for storage of luggage. **ALL GUESTS, including DAY GUESTS,** are required to check-in at the Front Desk.

MESSAGES & FAXES

Messages and faxes will be held for attendees at the Front Desk and/or a message light will be activated on their sleeping room phone. Emergency phone calls will be delivered to the attendee immediately.

Phone numbers for guests to receive messages or faxes:

***Phone 540-347-1300 * fax 540-341-3207 * Web site: www.airlie.com**

DRESS FOR SUCCESS AND COMFORT

Airlie Center is fashioned after a college campus. For your comfort, please pack walking shoes and a travel flashlight. We offer the following amenities: lighted tennis courts, skeet shooting, miles of jogging trails, volleyball, bicycles, fishing outdoor swimming, exercise room, game room, nature walks or get together at the Whistling Swan Pub. Please pack accordingly so you may take advantage of these amenities in your free time.