



The Alexandria Conference and Training Center

Do you need a high-quality, low-cost, flexible meeting or conference venue in a superb Northern Virginia location?

The Alexandria Conference and Training Center is a state-of-the-art, purpose-built, flexible venue designed to meet all your training, corporate meeting and conference needs. Our Alexandria Center is ten minutes from Ronald Reagan National Airport and twenty minutes from downtown Washington, D.C. The Learning Tree Center is within walking distance of the Metro (King St. and Eisenhower Ave. stations) and convenient to Old Town Alexandria.

Our facility specializes in providing advanced PC lab capabilities—we can load and test your software in advance to assure the smooth execution of your event.

Take advantage of our highly competitive pricing, with flexible packages structured around your individual requirements. Facilities and services include:

- Fully equipped training rooms, including AV, flip charts and stationery, with layouts to suit your specific needs
- PCs ready for use with on-site technical support
- Comfortable break areas offering a range of beverages
- High-speed Internet access
- Spacious reception area
- Natural daylight in all rooms
- Experienced and friendly staff to assist with any specific needs or requests

The accompanying data sheets provide more information on the options available. To discuss your specific requirements, find out just how competitive our pricing is, or arrange a viewing of the venue, please call Rich Klein at 800-736-1086 or e-mail rich_klein@learningtree.com

“Our experience with Learning Tree as a venue provider has been absolutely first class. The professional image the facilities project, the state-of-the-art audio-visual equipment and technology available for our use, as well as the courteous customer service, exceeded our expectations. Best of all, Learning Tree promised that we would be satisfied—and they delivered on their promise!”

I. de Blanc, VP Business Development, Distinctions Inc.



Learning Tree International
Alexandria Conference and Training Center
1925 Ballenger Avenue
Alexandria, VA 22314
Toll Free: 800-736-1086
www.trainingrooms4rent.com

Book Your Next Meeting or Conference Today!

Near hotels, restaurants and transportation

Our flexible Corporate venues are state of the art and built to meet all your training, corporate meeting and conference needs. You can choose from a wide variety of room styles, and the setup can be customized to meet your specific requirements.



Classroom

When you book your meeting at one of these locations, you will enjoy:

- Convenient and flexible booking service
- On-site administrative services, including badge distribution, room direction and messaging services
- A comfortable lounge with complimentary tea and coffee
- Flexible room setup—including classroom, POD, u-shape and theater-style
- Rooms with individually controlled air-conditioning, comfortable chairs and spacious tables
- Presentation equipment, including flip charts, projectors and projection screens
- A PC and flat-screen monitor at every desk
- High-speed Internet access in every room
- On-site technical support



New York | Chicago | Los Angeles | Atlanta
Alexandria, VA | Reston, VA | Rockville, MD

- **Classrooms** (up to 32 people per room)
- **Conference Rooms** (up to 15 people per room)
- **POD Rooms** (up to 24 people per room)
- **Breakout Rooms** (up to 24 people per room)
- **Computer Lab Rooms** (up to 32 people per room)
- **Theater-Style Rooms** (up to 60 people per room)



Reception Area



POD Rooms



Theater-Style Rooms



Break Area



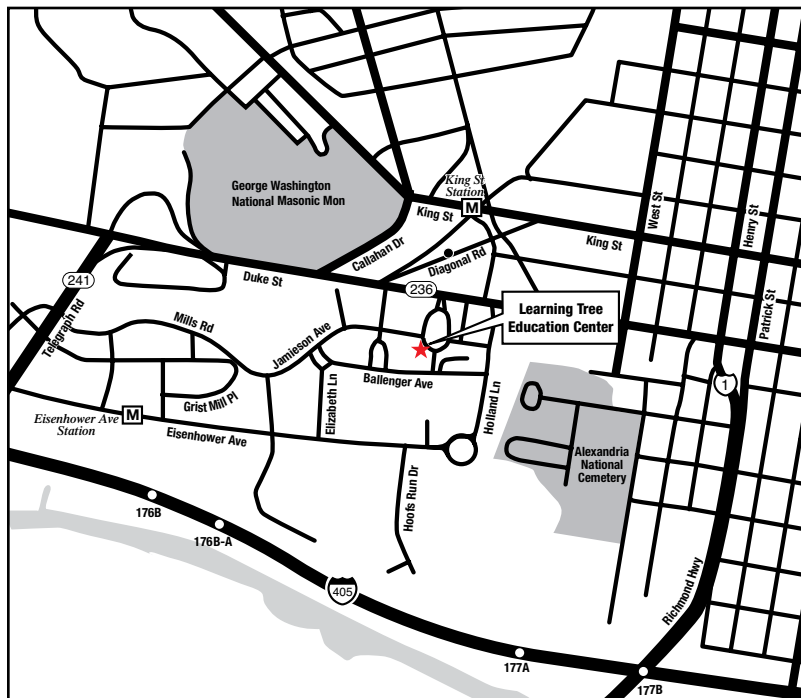
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Daily Charges

Room Charge (up to 24 persons):

- Fully furnished: \$1100
- Individual PCs and basic software: *Included*

Internet access: *Included*

In-room printer: \$75

Projectors: *Included*

Screens: *Included*

Facilitator PC: *Included*

Continental breakfast/snacks: *Included*

One Time Charges

Setup: \$150

Custom Software Load, if requested: \$65 per hour
(First 2 hours included)

Optional Services

Lunch (per student): \$25

There are no additional service charges.



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