

AIRLIE CENTER

ATTENDING A MEETING



Airlie Center operates with a single-minded focus on productive meetings. From strategic planning sessions to seminars, conferences and retreats, Airlie's professional staff anticipates your needs, coordinating the smallest details. On-site planners, flexible meeting rooms, comfortable guest accommodations, fine cuisine and attentive personal service come together to assure guests depart with a sense of accomplishment.

Attending a Conference at Airlie Center

Airlie Center is situated in the heart of the Virginia Piedmont, an area noted for its rich history, diverse habitat and equestrian events. We look forward to having you as our guest at the Airlie Center. To help ensure that your visit with us is comfortable, the following tips will help facilitate your arrival, stay, and departure. We suggest that you note this information prior to arrival.

Location and Directions

Airlie Center is located near Warrenton, Virginia, 50 miles southwest of Washington, DC, approximately 1-hour from Dulles International Airport, and 1 ½ hours from National Airport. A complete list of directions is at the end of this document.

Transportation Services

We are happy to arrange transportation service to and from the Airlie Center. For assistance with transportation contact Guest Services at 540-347-1300.

Registration and Parking

All overnight and day conference attendees are required to register at the Front Desk upon arrival. Registration for all conference guests occurs in the Airlie House where the main meeting rooms and the Airlie Dining Room are also located. All conference attendees are required to present a credit card at check-in for incidental purchases.

Since sleeping rooms are located in lodges apart from the Airlie House, we advise that luggage be left in cars until a room has been assigned at check-in. For guests who are arriving after check-in time by taxi or van, we suggest that the driver be requested to wait until check-in is complete so that the driver may deliver the guests to the specific lodge to which guests has been assigned.

Ample complimentary parking space is provided at the Airlie House as well as at each of our overnight lodges.

About the Campus

Airlie Center is similar to a small college campus – where lodging, function space and dining room locations are in different buildings. The Center is divided into 2-sections, the Main Campus and the North Campus. The Main Campus is home to Airlie House, guest lodging and campus meeting rooms. The North Campus is home to guest lodging and campus meeting rooms.

Check-in and Check-out

All guests, including day guests are requested to check-in at the Front Desk. 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 responsible for any portion or all of your conference charges, please check-out at the Front Desk. Our Concierge will be more than happy to assist with storage of your luggage until the conclusion of your conference.

Check-in Time: 3:00 pm

Check-out Time: 11:30 am

Messages and Faxes

We pride ourselves in providing excellent guest service. During your meeting, 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.

Shipment of Conference Materials and Guest Packages

We recommend that you ship your conference materials no more than 7-days prior to your conference. Shipment of conference materials prior to your conference and guests packages should be addressed to:

Airlie Conference Center
6886 Airlie Road
Warrenton, Virginia 20187

Additional information on the label should include:

HOLD FOR:
Name of groups Conference Director and/or Guests
Name of Conference
Dates of Conference

Dress for Success and Comfort

Airlie Center is similar to a small college campus – where lodging, function space and dining room locations are in different buildings. For your comfort, please pack walking shoes and a travel flashlight. The Center's natural setting serves as a scenic backdrop for jogging, biking, fishing, volleyball, horseshoes, swimming, tennis or skeet shooting. Airlie's campus provides opportunities for visitors to enjoy its diverse flora and fauna in our gardens and on acres of beautifully maintained grounds.

The Internet

Complimentary broadband access to the Internet is available in all guest rooms with 802.11 b and g wireless in most building lobbies; the Whistling Swan Pub, Game Room and Poolside. Wired and wireless access to the Internet in meeting rooms is available with associated charges applying.

Dining at Airlie Center

Conference meals are served in the Airlie Room on a pre-arranged basis, located in the Airlie House, the main conference center building. Meals are usually served buffet style unless other dining arrangements have been made by your sponsoring organization. Please note: Airlie does not have a separate restaurant, a la carte dining or room service to sleeping rooms. Our Chef provides a variety of foods including fresh catch and in-season fruits and vegetables, and includes vegetarian and health conscious choices.

Airlie incorporates, in season, local, organically grown vegetables, herbs and edible flowers from the Local Food Project at Airlie, a sustainable, organic garden located within walking distance from the Airlie House, and local farms as a standard practice. For more information about Airlie and the Environment and the Local Food Project at Airlie, visit www.airlie.com.

Guests of Meeting Attendees

Please note there is a charge for spouses, children and guests of conference attendees. If you plan to bring a guest, please notify your Conference Director who will follow-up with details and pricing.

Extracurricular Information

The Airlie Center staff looks forward to having you and your group as our guests. We would like to take this opportunity to point out activities that may make your stay an even greater success. Advance notice is required when scheduling asterisked (*) events.

Welcome Address*

An Airlie staff member can begin your first meeting session or opening reception with a warm welcome and a description of Airlie's history and its present amenities.

Environmental Tours at Airlie*

Environmental Studies' educational program provides guided nature walks on a 900-acre field station. The walks offer a unique close-up look at nature. Fees support this non-profit division, which provides educational opportunities to schoolchildren throughout the region. Tours may be arranged for parties of 5-20 people. To arrange a tour for your group, please contact your Conference Director.

Skeet Shooting*

For the intrepid, Airlie offers the age-old sport of Skeet Shooting. These are 1-hr. sessions led by professionally trained instructors and include the use of gun, ammo and 25 clay pigeons. Group sessions are limited to four participants. Prior experience with firearms is a must! Please schedule sessions in advance. Price: \$60 per person/per session.

Golf Outings

Three nearby golf courses offer 18-holes of challenging golf. Airlie guests enjoy special rates that include greens fees and cart rental. Ask your Airlie Planner for more details.

Fishing

Airlie's Lake Stanley offers a wonderful opportunity to cast your skills upon our waters. Guests may bring their own equipment or use Airlie equipment on a first-come, first-serve basis. *Our only taboo:* No Lead Sinkers! A Fishing Pass for each attendee is located at the back of their Passport book presented at check-in. The fishing is No Charge.

Tennis & Volleyball

Airlie has three tennis courts-two of which are lighted and on the Main Campus. The third court is on the North Campus. A permanent volleyball court is adjacent to the main campus tennis courts; a portable net can be set up upon request. Tennis rackets and volleyballs are available at the Front Desk; tennis balls can be purchased as well. As a rule, the courts are not reserved.

Whistling Swan Pub & Game Room

The Pub, located on Airlie's Main Campus at the Silo House, is open daily from 5:30pm -11:30 pm. Like the tennis courts, the Pub is not reserved for specific groups. However, if you wish, you can master-bill drinks to the group account at a 20% service charge. Attendees can, of course, pay for their drinks

individually without a service charge. The Game Room is adjacent to the Whistling Swan Pub and offers billiards, large screen television, cards, and games galore. Both offer complimentary “hotspot” wireless internet access.

Exercise Room/Standard Bikes

The Exercise Room is equipped with weight machines, treadmill, recumbent bicycle and an elliptical trainer. For those not so aerobically-inclined, several beach cruiser bicycles are available at no cost on a first-come, first-serve basis located throughout the property. The Exercise Room is located at the Silo House near the Pub.

Directions to Airlie Center and Campus Buildings

From Washington/National Airport:

Take I-66 West to Exit 43A (Gainesville/Warrenton) and proceed South on Rt. 29 for approximately 10 miles. Take a right at the traffic light onto Colonial Road (Rt. 605). After about ¼ mile, Colonial Road becomes Airlie Road just beyond the swim club. Do not turn, but continue straight ahead for about 2 miles. Carefully cross a single lane stone bridge and immediately turn left into the Airlie main entrance. For directions from other starting points, please visit our website at www.airlie.com.

From Dulles International:

Exit Dulles Airport and take Exit 9 to Rt. 28 South, follow to I-66 West. Follow above directions.

From Richmond and Points South:

Take I-95 North to Rt. 17 North towards Warrenton. Go right on Rt. 29 North and pass all 3 Warrenton exits. Take a left at the traffic light onto Colonial Road (Route 605). Although Colonial Road turns into Airlie Road, continue straight ahead for one mile, bypassing the point where Airlie Road goes to the right. Cross a one-lane stone bridge and take an immediate left into Airlie main entrance.

Alternate Directions to Airlie:

Take Interstate I-66 West to Exit #28 (Marshall/Warrenton). Turn left off ramp onto Rt. 17 South (towards Warrenton). Go 7.3 miles on Rt. 17 South to Rt. 628/605 turnoff (left-hand side – you will see the green Airlie sign). Left onto Rt. 628 for 2/10 mile, then turn right onto Rt. 605/Airlie Road for 1 mile, main entrance to Airlie is on right before the one lane stone bridge.

Directions to Airlie Center North Campus and Institute:

When using the directions from; Washington/National Airport, Dulles, Richmond and Points South, take the 3rd right after the one-lane bridge (Stables Lane).

When using the *Alternate Directions*, above, after turning on to Rt. 605/Airlie Road, drive 7/10 mile then turn left on Stables Lane.

The Stables/The Loft

The Stables (lodging) is the first building on the right. The Loft (meeting building) is just beyond.

The Airlie Institute

Take the 1st right after the one-lane stone bridge. After the 2nd set of stone pillars, the road will curve around to the left. The Institute will be on your right-hand side.

Parking for the Stables, Loft and Institute is available behind the Stables. Additional parking for the Institute is available in front of the Institute and beside the maintenance cottage.

Directions to Meeting Rooms Located on Main Campus

The Audubon Room:

Follow the directions above. Take the first Airlie entrance on the left. (Look for the wooden sign that says 6809 Airlie Road/Smokehouse/Bus/Service). The Audubon Room is on the right behind the Tack Room.

The Forge Room:

Follow the directions above. Take the first Airlie entrance on the left. (Look for the sign that says 6809 Airlie Road/Smokehouse/Bus/Service). Turn left on "Forge Way" just before you get to the Silo House. The Forge will be on your right. There are 3 parking spaces directly adjacent to The Forge. We recommend that guests meeting in The Forge use the Silo House parking spaces.

The Smokehouse/Tack Room/The Old Post Room:

Follow the directions above. Take the first Airlie entrance on the left. (Look for the wooden sign that says 6809 Airlie Road/Smokehouse/Bus/Service). The Smokehouse is the first building on the right. The Farmer's House is the 2nd building on the Right. The Old Post Room is the next building on the right as located next The Tack Room. The Tack Room is right beside the sign that says "no buses beyond this point."

