American Trucking Associations
CONFERENCE CENTER

Book Your Meeting Today!

950 North Glebe Road, Suite 210 • Arlington, VA • 22203 • (703) 838-1755
Email: meetingsteam@trucking.org
OVERVIEW

The ATA Conference Center offers a new class of meeting services to the Ballston area. With flexible meeting space, contemporary design, eco-friendly operations and state-of-the-art technology, we are the perfect meeting facility for your group’s next meeting or event.

We are centrally located in Arlington’s Ballston area, on the corner of Fairfax and North Glebe Road, just a short walk from the Ballston Metro Station and four miles from the Ronald Reagan Washington National Airport. The ATA Conference Center is within walking distance to Ballston Commons Mall, hotels, restaurants, shops and entertainment venues.

RESOURCES

- Ceiling mounted projectors & screens
- Wireless presentation remote
- Podiums
- Microphones (wireless, hand-held and lavaliere)
- Polycom telephone conference system
- Built-in telephone conference system
- Flip charts, easels & markers
- White boards & markers
- Extension cord/power strips

BENEFITS

- Complimentary Wi-Fi (up to 25 connections)
- Secure Garage Parking (hourly/daily rate applies)
- Walking distance from Metro Station
- On-site directional signage
- State-of-the-art technology
- Access to catering pantry (ice maker, refrigerator, double oven)
- Access to furnished terrace
- On-site technical support
- Nearby hotels, restaurants and entertainment
- Outside catering is permitted

OCCASIONS

- Webinars
- Seminars
- Workshops
- Retreats
- Career Fairs
- Staff Meetings
- Training Programs
- Networking Events
## Capacity Chart

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DIMENSIONS</th>
<th>SIZE</th>
<th>THEATER</th>
<th>CONFERENCE</th>
<th>U-SHAPED</th>
<th>CLASSROOM</th>
<th>HOLLOW SQUARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 1</td>
<td>30’ x 30’</td>
<td>900 sq. ft.</td>
<td>60</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Conference Room 2</td>
<td>30’ x 30’</td>
<td>900 sq. ft.</td>
<td>60</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Conference Room 3</td>
<td>28’ x 30’</td>
<td>840 sq. ft.</td>
<td>48</td>
<td>16</td>
<td>18</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Conference Rooms 1 &amp; 2</td>
<td>30’ x 60’</td>
<td>1,800 sq. ft.</td>
<td>150</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>Conference Rooms 2 &amp; 3</td>
<td>30’ x 60’</td>
<td>1,800 sq. ft.</td>
<td>120</td>
<td>36</td>
<td>38</td>
<td>40</td>
<td>50</td>
</tr>
<tr>
<td>Conference Rooms 1 - 3</td>
<td>30’ x 60’</td>
<td>2,700 sq. ft.</td>
<td>200</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>Special Functions Room</td>
<td>16’ x 48’</td>
<td>768 sq. ft.</td>
<td>N/A</td>
<td>24’</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Training Room</td>
<td>16’ x 30’</td>
<td>480 sq. ft.</td>
<td>N/A</td>
<td>12’</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Limited perimeter seating available, permanent conference set.

## Seating Configurations

### Theater

![Theater Diagram](theater_diagram.png)

### Conference

![Conference Diagram](conference_diagram.png)

### U-Shaped

![U-Shaped Diagram](u-shaped_diagram.png)

### Classroom

![Classroom Diagram](classroom_diagram.png)

### Hollow Square

![Hollow Square Diagram](hollow_square_diagram.png)
Audio Visual Package

Conference Rooms Individually or Combined

- (4) Ceiling mounted projectors
- (1) Logitech presentation remote
- (1) 6’ x 10’ Motorized ceiling mounted projection screen
- (3) 5’ x 7’ Motorized ceiling mounted side projection screens
- (1) Built-in telephone conference system for one-way voice conferences, up to 100 lines
- (1) Polycom telephone conference system for two-way voice conferences, up to 100 lines
- (1) Podium microphone
- (1) Wireless lavaliere microphone
- (6) Wireless hand-held microphones
- (1) Wired internet connection at podium for presenter
- (25) Wireless internet connections
- (3) Flip Charts (pad with markers)
- (3) White Boards (dry-erase with markers)

Special Functions Room

- (1) Ceiling mounted projector
- (1) Logitech presentation remote
- (1) 6’ x 8’ Motorized ceiling mounted projection screen
- (1) Built-in telephone conference system for one-way voice conferences, up to 100 lines
- (1) Polycom telephone conference system for two-way voice conferences, up to 100 lines
- (1) Podium microphone
- (1) Wired internet connection at podium for presenter
- (25) Wireless internet connections
- (3) Flip Charts (pad with markers)
- (1) White Board (dry-erase with markers)

Training Room

- (1) Ceiling mounted projector
- (1) Logitech presentation remote
- (1) 5’ x 7’ Motorized ceiling mounted projection screen
- (1) 4’ x 7’ Portable projection screen
- (1) Polycom telephone conference system for two-way voice conferences, up to 100 lines
- (1) Wired internet connection for presenter
- (12) Wireless internet connections
- (3) Flip Charts (pad with markers)
- (1) White Board (dry-erase with markers)

If you require more than 25 internet connections, additional fees will apply:
Wireless Internet: $10 per connection/day
Wired Internet: $25 per connection/day
**Pricing**

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Daily Rental Rates Monday - Friday 7:30am - 5:30pm</th>
<th>Evening Rental Rates Monday – Friday 5:30pm – 7:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room 1</td>
<td>$900</td>
<td>$1,400</td>
</tr>
<tr>
<td>Conference Room 2</td>
<td>$900</td>
<td>$1,400</td>
</tr>
<tr>
<td>Conference Room 3</td>
<td>$900</td>
<td>$1,400</td>
</tr>
<tr>
<td>Conference Rooms 1 &amp; 2</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Conference Rooms 2 &amp; 3</td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Conference Rooms 1 - 3</td>
<td>$2,100</td>
<td>$3,500</td>
</tr>
<tr>
<td>Special Functions Room</td>
<td>$900</td>
<td>$1,400</td>
</tr>
<tr>
<td>Training Room</td>
<td>$900</td>
<td>$1,400</td>
</tr>
</tbody>
</table>

(Rental rates include set-up, audio visual package, use of catering pantry and access to terrace.)
**GENERAL INFORMATION**

**LOCATION**

*The ATA Conference Center is located inside the American Trucking Associations headquarters at:*  
950 North Glebe Road, Suite 210  
Arlington, Virginia 22203

**PARKING**

Underground parking managed by Atlantic Parking is conveniently located in our building. The current daily rates are $8 for the first hour, $15 for 2 hours (daily maximum is $17). Ballston Commons Mall Public Parking Garage is located three blocks from our meeting facility. Daily rates are $1 for the first three hours Monday – Friday (daily maximum is $8). All garage rates are subject to change.

**TRANSPORTATION**

• Interstate 66, Glebe Road exit, 1 block away  
• Ballston-MU Metro Station, Orange and Silver lines, 3 blocks away  
• Virginia Square-GMU Metro Station, Orange and Silver lines, 6 blocks away  
• Clarendon Metro Station, Orange and Silver lines, 1 mile away  
• Ronald Reagan Washington National Airport, 4 miles  
• Washington Dulles International Airport, 22 miles  
• Hess Taxi Cab (703) 841-1555  
• Red Top Cab (703) 522-3333  
• Yellow Cab (703) 437-9100  
• Atlas Limousine & Black Car Service (202) 683-6100

**NEARBY ATTRACTIONS**

Ballston Commons Mall        Fort Myer  
Arlington National Cemetery  Mount Vernon Trail  
Air Force Memorial          Shirlington Park  
Freedom Park                 Iwo Jima Memorial  
Bon Air Park                 Theodore Roosevelt Island  
United States Pentagon       Signature Theatre  
Smithsonian National Museum of Natural History  Lincoln Memorial  
White House                  Washington Monument

**NEARBY ACCOMMODATIONS (WALKING DISTANCE)**

Hilton by Ballston Metro  
Holiday Inn Arlington at Ballston  
Westin Arlington Gateway  
Residence Inn by Marriott Arlington Ballston
POLICIES AND PROCEDURES

DEPOSITS

A deposit in the amount of fifty percent (50%) of the rental shall be due and payable upon signing of the full contract in order to reserve the space. This deposit will be credited towards the total cost of your event. The remaining balance shall be due and payable within thirty (30) days after conclusion of the event. Late payments may incur interest, not as a penalty but as liquidated damages at the rate of 1.5% per month (18% per annum) until paid unless such rate exceeds the maximum rate allowed by law, in which event the maximum rate allowed by law shall apply.

GUARANTEES

The guaranteed number of attendees shall be provided at least five (5) business days prior to the event date. If your final attendance number is higher or lower than the designated room’s recommended capacity, ATA reserves the right to move your party to another space that is more suited to your event. If such relocation results in movement to a space within a higher rental fee, the higher fee will apply; otherwise, the fee for the room designated on the Exhibit A Form shall apply.

DECORATIONS

All displays, exhibits and decorations to be used in the meeting space, must be freestanding without attachments to walls, ceilings or floors. Any displays or signs outside the designated meeting space, must be approved by ATA in advance as to content and location. The use of candles or any devices emitting a flame is prohibited. All displays, exhibits, decorations, catering equipment and materials must enter and exit the ATA meeting space through the building’s loading dock. Delivery and pick-up must be coordinated with ATA in advance.

SPECIAL CONDITIONS

Outside catering is permitted. For a list of preferred caterers, please call the ATA Event Services Department at (703) 838-1755 or email meetingsteam@trucking.org. Any event that is designated for more than one day and requires a room setup and/or audio visual change, will incur an additional one hundred dollars ($100) per day setup fee for each day there is a change.

INSURANCE

A certificate of insurance must be submitted by you and the catering company at least one (1) week prior to the start date of your rental. The certificate must comply with the specified language mentioned in the meeting agreement. All certificates are valid for one year; therefore, a certificate is not required for every rental unless the previous one has expired.

CANCELLATIONS

You may cancel an event up to thirty (30) business days prior to the scheduled event date without penalty and with full refund of the deposit paid. In the event that you cancel less than thirty (30) business days prior to the scheduled event date, the deposit paid shall be forfeited.
Contact Us and Reserve Your Meeting Space Today!

Please call (703) 838-1755 for availability, site visits and any additional questions.

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