

simpli.

THE WORKPLACE REIMAGINED



TOWERS CRESCENT CONFERENCE CENTER

CONFERENCE CENTER AT TOWERS CRESCENT



OVERVIEW



Highly Accessible | ADA Accessible | Spacious Room | Natural Light | Great Staff

DISCOVER

Conduct your next meeting in the heart of Tysons! The Conference Center is located in the lobby of 1850 Towers Crescent Plaza. This modern, high tech, and spacious room offers immediate access to I-495 and is walking distance from the Tysons Corner Metrorail Station.

A picturesque venue for corporate meetings, seminars, conferences and luncheons. If your company/organization is looking for a place to host your next meeting, call or email for more details!

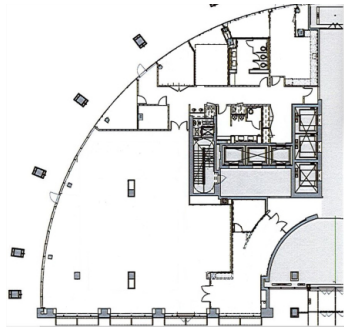
CONFERENCE CENTER

Located in the heart of Tysons, the Towers Crescent Conference Center offers convenient access for all your meeting needs. You can reach the Tysons Center via the pedestrian bridge in just a few minutes, and the Tysons Silver Line Metro Station in 15 minutes.

The Conference Center is equipped to host a variety of meetings and events, with state-of-the-art furnishings and the latest technology. Depending on your needs, meetings can be accommodated for groups of 10 to 270 attendees.

To ensure a seamless and turnkey experience, the Conference Center provides a dedicated Conference Center Manager to assist with meeting logistics, planning, and day-of support. In addition, our services include complimentary WiFi, catering, audio-visual equipment, and customizable room setups.

CAPACITIES & ROOM DESCRIPTIONS



Conference Center Square Footage	Gallery Square Footage
2,580	308
Catering Kitchen Square Footage	Entire Space
408	3,304

SEATING ARRANGEMENTS

Boardroom	U-Shape	Hollow Square	Pods	Classroom
Theater	Crescent Rounds of 6	Banquet Rounds of 8	Banquet Rounds of 10	Reception

Capacity Chart (Legal Max 350 People)

Boardroom Max 22	U-Shape Max 28
Hollow Square Max 32	Pods Max 95, Recommended 80
Classroom Max 100, Recommended 80-90	Theater (Includes telescopic seating for 42) Max 200, Recommended 150
Crescent Rounds of 6 Max 90, Recommended 72	Banquet Rounds of 8 Max 120, Recommended 96
Banquet Rounds of 10 Max 150, Recommended 120	Reception Max 250, Recommended 200

Contact us with any questions at 703-217-2691 or tcevents@simpliengage.com.



A/V EQUIPMENT

Complimentary

Podium	Audio Conference Call Line
Projector & Retractable Presentation Screen	Microphones - Up to 6 Lavalier & Hand-held
Wall Mounted TV Monitors Mirror Presentation for Back Room	Direct hookups to laptops - Podium and the 2 side walls
Integrated Webcam for Hybrid Event	Adaptors: HDMI & Mini USB
Wireless Presenter	Rear & Front Facing Camera

Technician Services (Scheduled Upon Request - Additional Fees Apply)

Add'l A/V equipment & technician may be rented through the Conference Center

WiFi Presenter Connection

WiFi Guest Connection

Catering, Equipment, & Rentals

The Conference Center Manager coordinates all catering through our preferred vendors.

There are 5 ft rectangular tables and chairs provided complimentary on site.

Equipment including high tops, banquet rounds, linen, additional or alternate chairs, etc can be rented for an additional fee.

Photography, Florals, Decor, Entertainment, etc can also be arranged through our preferred vendors.

Additional vendor information and fees will be provided per individual request.

Other Room Features

Gallery - Registration Space	Natural Light
Solar & Blackout Shades	Dedicated Restrooms
Optional Telescopic Seating in Rear	Optional Elevated Stage
Catering Kitchen	Direct Access to Loading Dock Elevator

Meeting Accessories - All Items Available Upon Request

Flip Chart / White Board with Markers & Erasers

Tripod Easel

Powerstrips



ROOM RATES & HOURS

CONFERENCE CENTER HOURS

Monday - Friday 8 AM - 5 PM. After Hours Available for meetings and events upon request from 7 AM - 7 PM Sunday - Thursday and 7 AM - 9 PM Friday & Saturday.

Room Rates - TCCC*

Outside Client - Weekday - Half Day (4-hour minimum) - **Events Under 100 ppl - \$500**
Outside Client - Weekday- Half Day (4 hour minimum) - **Events Over 100 ppl- \$750**

Outside Client - Weekday - Full Day (8 hours) - **Events Under 100 ppl - \$1,000**
Outside Client - Weekday - Full Day (8 hours) - **Events Over 100 ppl- \$1,500**

Outside Client - Weekend - Half Day (4-hour minimum) - **Events Under 100 ppl - \$1,600**
Outside Client - Weekday- Half Day (4 hour minimum) - **Events Over 100 ppl- \$1,850**

Outside Client - Weekend - Full Day (8 hours) - **Events Under 100 ppl - \$2,900**
Outside Client - Weekday - Full Day (8 hours) - **Events Over 100 ppl- \$3,400**

Towers Crescent Tenant Company Meetings - **Complimentary, after hours fees apply**

After Hours Fees*

Applies outside of normal business hours (M-F 8 AM - 5 PM)

Conference Center Manager Fee (M-F Before 8 AM & After 5 PM, Weekends) - **\$100 per hr.**

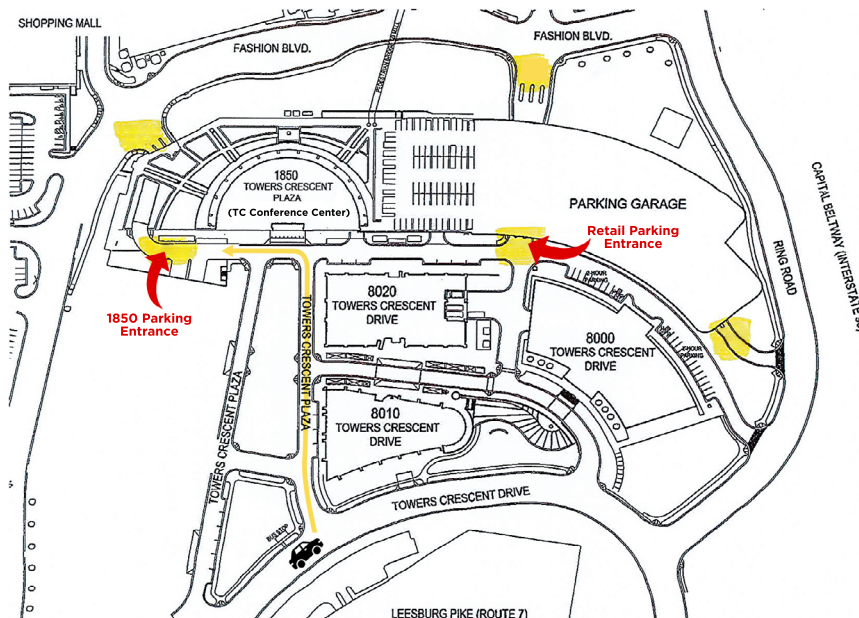
Engineering Services (M-F after 6pm, Weekends) - **\$75 per hr. (4-hour minimum)**

Overtime HVAC Fee (M-F after 7pm, Weekends) - **\$25 per hr.**

Security Fee (Available upon request) - **\$25 per hr. (4-hour minimum)**

Audio Visual Rental Fee or Technician - **Based on event requirements. Available per request.**

Kitchen Cleaning Fee - **Assessed case-by-case basis**



PARKING

Parking available onsite; up to \$6 per vehicle. Parking is validated at the Conference Center for external events.

**Additional fees may incur based upon day-of needs.*

Contact us with any questions at 703-217-2691 or tcevents@simpliangage.com.



EVENT PLANNING PROCESS

CONTRACT & PAYMENT

- Contact Conference Center Manager at tcevents@simpliengage.com to discuss event requirements and venue availability.
- Confirm reservation via a Conference Center Agreement and Credit Card Payment Form.
- A nonrefundable deposit equal to the room rental fee will be due with contract signing. Remaining Payment will be charged to credit card following the event unless a deposit is required by the vendor. Events over \$5,000 will require a 50% deposit.

PLANNING

Work with Conference Center Manager to arrange the event logistics:

- Event Timeline
- Room Setup
- Catering
- Audio Visual
- Required event rentals

BANQUET EVENT ORDER

Once the event logistics are confirmed you will be provided an event order to review and sign to confirm arrangements. **Event Planning Deadlines:**

- Room setup requirements, menu selection, and A/V requirements – **Minimum 10 business days prior to event date**
- Food and Beverage Final Count – **5 to 10 business days prior to event unless otherwise specified**
- Signed Event Order – **3 to 7 business days prior to event start date**

DAY OF EVENT

- Have a dedicated representative for the group who has the authority to make decisions and financial changes to the event.
- Conference Center Manager will be onsite during the duration of the event or can be reached via phone if assistance is needed.
- A/V is available complimentary, the meeting host is required to operate equipment. An onsite A/V technician can be contracted upon host request to assist. Fees apply.