Virginia Tech Executive Briefing Center

Now’s your chance to reserve this conveniently located, high-tech space for your conference, training program, executive seminar, or social event.

- Available for both internal Virginia Tech and external market clients
- Wireless internet access, projection, and phone line included
- On-site technical support
- Large exterior windows providing ample natural light
- Underground parking available for a fee
- Walking distance from the Ballston Metro station (Orange and Silver Lines)
- Minutes from Reagan National Airport
- Many nearby restaurant and hotel options

### Room Details

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Square Feet</th>
<th>Room Set Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballston*</td>
<td>55</td>
<td>1,900</td>
<td>Tiered Classroom Video Teleconferencing</td>
</tr>
<tr>
<td>Foggy Bottom*</td>
<td>20</td>
<td>1,000</td>
<td>Tiered Classroom 3D Visualization Wall Video Teleconferencing</td>
</tr>
<tr>
<td>West Falls Church/East Falls Church*</td>
<td>90</td>
<td>1,250</td>
<td>Theater (other set-ups available for smaller groups) Video Teleconferencing</td>
</tr>
<tr>
<td>East Falls Church*</td>
<td>39</td>
<td>625</td>
<td>Theater (other set-ups available for smaller groups) Video Teleconferencing</td>
</tr>
<tr>
<td>West Falls Church*</td>
<td>40</td>
<td>625</td>
<td>Theater (other set-ups available for smaller groups) Video Teleconferencing</td>
</tr>
<tr>
<td>Farragut West</td>
<td>12</td>
<td>300</td>
<td>Fixed Conference Table</td>
</tr>
<tr>
<td>Vienna</td>
<td>12</td>
<td>300</td>
<td>Fixed Conference Table</td>
</tr>
<tr>
<td>Smithsonian</td>
<td>8</td>
<td>210</td>
<td>Fixed Conference Table</td>
</tr>
<tr>
<td>McPherson Square</td>
<td>8</td>
<td>210</td>
<td>Fixed Conference Table</td>
</tr>
<tr>
<td>Clarendon</td>
<td>6</td>
<td>160</td>
<td>Fixed Conference Table</td>
</tr>
<tr>
<td>Hospitality Zone</td>
<td>40</td>
<td>800</td>
<td>Fixed Reception Area with Catering Bar</td>
</tr>
</tbody>
</table>

* 4 hour minimum booking required

For more information or to reserve your space, contact:

**Larissa LaCour**  
Executive Briefing Center Manager  
llacour@vt.edu  
571-858-3030