

## Planning Conference at Off-Campus Locations

George Mason University has established contracts with the hotels listed below for conference facilities that may include sleeping rooms, meeting rooms, equipment and other services at preferred rates.

### **Hyatt Regency Fairfax**

12777 Fair Lakes Circle

Fairfax, Virginia 22033

Contact: Johanna Schubert, Sales Manager

Phone: (703) 653-6022

Email: [johanna.schubert@hyatt.com](mailto:johanna.schubert@hyatt.com)

### **Sheraton Premiere at Tysons Corner**

8661 Leesburg Pike

Tysons Corner, Virginia 22182

Contact: Miranda Hiam, Sales Manager

Phone: (703) 610-8252

Email: [miranda.hiam@sheratontysons.com](mailto:miranda.hiam@sheratontysons.com)

### **Marriott Hotels & Resorts**

Contact Nikole Gordon, Account Executive

Phone: (703) 229-3701

Email: [Nikole.Gordon@marriott.com](mailto:Nikole.Gordon@marriott.com)

### **Nine Marriot Hotel Conference Properties:**

Marriott Tysons Corner

Fairview Park Marriott

Washington Dulles Airport

Westfields Marriott

Crystal City Marriott

Crystal Gateway Marriott

Renaissance Arlington Capital View

Key Bridge Marriott

Gaylord National Resort and Convention Center

### **Eight Marriott Lodging Only Properties:**

Residence Inn Fairfax City

Residence Inn Fair Lakes

Courtyard by Marriott Chantilly

Courtyard by Marriott Manassas

Courtyard by Marriott Fair Oaks

Townplace Suites Chantilly

Springhill Suites Centerville

Residence Inn Chantilly

## **Suggested Procedures for Planning a Conference:**

Units may work directly with one of the contracted hotels or request assistance with a contracted hotel or other conference facility from Mason's Events Management. Please contact Rachel Lubar Quinn at [rlubar@gmu.edu](mailto:rlubar@gmu.edu) or 3-4134.

1. Each department/unit should identify one individual to serve as the point of contact for the conference.
2. Contact the preferred hotel and speak with the representative listed above.
3. Identify yourself as a Mason faculty or staff member. Refer to Master Agreement GMU-1156-14. Doing so alerts the hotel that master terms and conditions are already in place.
4. Discuss your requirements with the representative. Ask the representative to prepare a sales quote/booking agreement for your event.

5. Enter the order in eVA and attach the sales quote/booking agreement. If the agreement is \$2,000 or greater, a buyer will sign the agreement and issue the purchase order.

For additional information related to the contract, please contact Jim Russell, [jrussell@gmu.edu](mailto:jrussell@gmu.edu), or Erin Rauch, [erauch@gmu.edu](mailto:erauch@gmu.edu).