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

**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

**Marriott Hotels & Resorts**
Contact Nikole Gordon, Account Executive
Phone: (703) 229-3701
Email: Nikole.Gordon@marriott.com

**Nine Marriott 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 r lubar@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, jrusell@gmu.edu, or Erin Rauch, erauch@gmu.edu.