



AMERICAN UNIVERSITY CONFERENCE & GUEST SERVICES



WELCOME TO AMERICAN UNIVERSITY

Just as American University has evolved to support a growing community of diverse thinkers and changemakers since its founding in 1893, our approach to conference and guest services has grown to incorporate the distinct needs of our ever-innovating clients.

Conveniently located just outside of the hustle and bustle in Northwest Washington D.C., American University is the perfect venue for your next meeting or conference. Our walkable campus offers large event spaces, small meeting rooms, and versatile classrooms, many of which are housed in LEED certified buildings that reduce environmental impact and have contributed to American University's status as the first carbon neutral campus in the United States. Whether planning

a large reception, conference event series, or small meeting, our team can help find a space to best meet your needs.

For the utmost convenience while meeting at American University, stay in one of our many options for on-campus lodging. In both traditional and suite style rooms, our secure facilities provide guests with air-conditioning, free campus-wide WiFi, complimentary linens, and dedicated 24-hour desk staff to ensure a comfortable stay for our guests.

American University also aims to provide healthy and sustainable options for dining, retail and catering. From morning coffee breaks to large banquets, our in-house caterer can provide menu suggestions to meet a variety of needs. For an à la carte option visit our Terrace Dining Room (TDR), which can accommodate any dietary needs while featuring locally grown produce and goods. University Conference & Guest Services is excited to showcase our services and begin planning your next event or conference. Welcome to American University!





**SUSTAINABLE DINING OPTIONS
FOR ALL DIETARY NEEDS
SHUTTLE TO RED LINE METRO**

**PREMIER CONFERENCE
AND EVENT SPACE**

**2019 SHORTLIST UNIQUE VENUES
BEST EARTH-FRIENDLY VENUE**

NATION'S FIRST DC AMBASSADORS **CAMPUS**

CARBON-NEUTRAL CAMPUS WALKABLE ARBORETUM

CONTEMPORARY ART GUEST ACCESS TO FITNESS CENTER

MUSEUM ON CAMPUS FULLY INTEGRATED A/V

**LEED GOLD CERTIFIED
CONFERENCE CENTER**

**100% OF ELECTRICITY SOURCED
FROM RENEWABLE ENERGY**

MINUTES FROM THE METRO

NESTLED IN FREE WIFI

EMBASSY ROW LOCALLY SOURCED
DINING & CATERING

2019 SHORTLIST UNIQUE VENUES

BEST VENUE FOR DAY MEETINGS



COMPREHENSIVE SERVICE

Year after year, our planners depend on us to facilitate a wide offering of university resources and modern conference accommodations. At AU, full-time Conference Operations Coordinators connect with conference and event planners directly, providing event expertise and knowledge of university systems. An ambassador to our university and the DC region, your coordinator serves as a singular point of contact for planning and implementation throughout the year. From finding the most functional meeting space, to choosing between suite and traditional style lodging, your coordinator manages all university resources under one roof.



With the addition of The East Campus Commons at Constitution Hall, American University now offers a premier conference venue with year-round availability to its already extensive offering of reception, auditorium, and academic hybrid spaces on main campus. Featuring a fully-integrated audio/visual suite with virtual streaming capabilities and complete in-house setups, Constitution Hall is the perfect showcase for what our team can do!



THE EAST CAMPUS COMMONS

Opened in 2017, Constitution and Duber Halls offer flexible meeting spaces designed for large conferences and small meetings alike. Nestled on East Campus, Constitution and Duber Halls were built with LEED Gold standards in mind and feature cutting edge A/V that's fully-integrated within each space.

CONSTITUTION HALL

Constitution Hall can accommodate up to 300 guests and is the largest dedicated event space on campus. The space is easily divided into three sections, making for a seamless transition from a large plenary to breakout sessions. To accommodate small- or medium-sized events, individual sections may be reserved. This flexible space can be set up in theater, classroom, or banquet style. Our staff can design custom setups to meet your event needs.

EXECUTIVE STYLE BOARDROOMS

Located just steps away from the main session in Constitution Hall, Duber Hall offers three boardrooms perfect for small meetings up to 16 guests. Duber Hall Boardrooms can be used as breakout spaces in conjunction with a larger conference or event. Each room is equipped with white boards, conference call receivers, and integrated video call technology.



"The team at American provides excellent customer service. They have been quick to respond to any questions and have been particularly accommodating to our campers with dietary and allergy restrictions. We love staying at American!"

-Pine Forest Camp

CLASSROOMS & LECTURE HALLS

In addition to event space on East Campus, University Conference and Guest Services can offer classrooms and lecture halls to compliment your reservation and program needs.

AVAILABILITY

During the summer, classrooms, lecture halls, and reception space become available across our campus. Each academic building comes equipped with standard A/V capabilities and offers unique setup opportunities. With room capacities as intimate as eight people to lecture halls as large as 400, AU can craft an event experience specific to your needs.

Due to high demand, classroom, lecture hall, and other academic meeting space reservations require an extended planning timeline. Communicating directly with your Conference Operations Coordinator ensures your access to the most suitable spaces available.



CLASSROOM EXAMPLES



LECTURE HALL & RECEPTION SPACE



ON-CAMPUS LODGING

On-campus lodging is available from mid-May through mid-August. While staying on campus, guests can explore our on-campus recreational fitness centers, the Katzen Museum, and numerous meditation gardens.

SUITE STYLE

Suite style lodging features guest rooms with private, en-suite bathrooms. Each floor shares a central lounge space featuring a microwave, oven, stove, and television. For added convenience, laundry facilities are available on each floor.



TRADITIONAL STYLE

Traditional style lodging features a communal approach with central bathrooms and lounges located on every floor. Lounges are equipped with a microwave, oven, stove, and television. For your convenience, there are laundry facilities located on each floor.

OCCUPANCY

Both suite style and traditional style residence halls offer single- and double-occupancy rooms. The majority of our suite style residence halls are conveniently located on East Campus, perfect for adult programs utilizing event space in Constitution and Duber Hall. Traditional style residence halls on Main Campus are typically reserved for summer youth programs.



INTERN LODGING

Make American University your home away from home in Washington, D.C. From mid-May to August, American University is pleased to offer lodging to non-AU students visiting the Washington, D.C. area for an academic internship or educational program. While we enjoy the quiet confines of the surrounding Tenleytown and Spring Valley neighborhoods, we are just a short bike, car, or metro ride from the downtown area, including many of the city's historic sites and enriching internship opportunities. Our free shuttle service connects the university to Washington's Metro Red Line at the Tenleytown-AU station, making your

commute to popular internship sites in Washington, D.C., Bethesda, MD, and Arlington, VA stress-free.

All rooms come furnished and include full linen sets (sheets, pillow, blanket, and towel), air conditioning, Wi-Fi, cable access, and utilities at no additional cost. Complimentary access to the university's fitness facilities is also included in your reservation. All applicants must be 18 years of age or older at the time of application. Our office is equipped to work with both individual interns and organizations looking to host their intern groups at American University.



CATERING & DINING

CHARTWELLS CATERING

Most campus spaces, including Constitution and Duber Halls are exclusively catered by Chartwells, our on-campus food service provider. Custom menus are available through Chartwells, directly, and can accommodate any nutritional needs including gluten-free, vegan, Kosher, and Halal diets. Hosting a post-event reception? Your Conference Operations Coordinator will work to obtain the appropriate approval forms so that Chartwells can provide a beer/wine bar and service on campus

TERRACE DINING ROOM (TDR)

Located on main campus, just a short walk from the East Campus Commons, the Terrace Dining Room (TDR) provides all-you-care-to-eat dining options ranging from kosher, gluten-free, vegetarian, halal, and vegan diets. The Terrace Dining Room (TDR) is peanut-free and typically open between 7:00 a.m. and 7:30 p.m. daily.

EAGLEBUCKS AND RETAIL

For summer residential programs, EagleBucks are a convenient, cashless way to make purchases on campus and at many popular off-campus businesses. Like a

debit card, funds are deducted as purchases are made. EagleBucks can be used to purchase food from any of the on-campus retail food providers, including

Starbucks, Subway, Hisso Sushi, Wonk Burger, District Pickle (deli), and more! On-campus retail locations also accept most credit cards.



FARM-TO-TABLE PRODUCE

Given as a gift by the Airlie Foundation in 2016, American University was entrusted with the stewardship of the Airlie Center, a spectacular property set on more

than 300 acres in Warrenton, VA. Airlie is home to the historic Airlie House and a village of guest rooms and meeting facilities, as well as 20 acres of

farmland. Produce from Airlie is provided directly to the Terrace Dining Room.

TRANSPORTATION

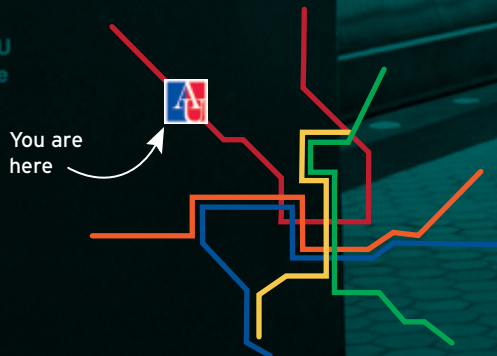
American University is a visitor-friendly venue accessible by plane, train, or car. AU is accessible from all three major airports in the region; Reagan National Airport, Dulles International Airport, and Baltimore/Washington International Airport. Regularly scheduled Amtrak and MARC trains at Union Station, conveniently located on the Metrorail's red line, provide easy access to campus and the greater Washington, D.C. area.

Once on campus, getting around the city is made easy by a wide array of transportation solutions. Next to campus and throughout the city, you can find bike stations for easy access to nearby attractions. There are several designated ride share pickup and dropoff zones located all over campus. AU and Washington, D.C. are pedestrian-friendly, for those who prefer to walk.



- Tenleytown-AU
- Van Ness-UDC
- Cleveland Park
- Woodley Park/Zoo
- Adams Morgan
- Dupont Circle
- Farragut North
- Metro Center ●●●
- Gallery Pl- ●●
- Chinatown
- Judiciary Sq
- Union Station
- NoMa-Gallaudet U
- Rhode Island Ave
- Brookland-CUA
- Fort Totten ●●
- Takoma
- Silver Spring
- Forest Glen
- Wheaton
- Glenmont

- Tenleytown-AU
- Friendship Heights
- Bethesda
- Medical Center
- Grosvenor-Strathmore
- White Flint
- Twinbrook
- Rockville
- Shady Grove





PUBLIC TRANSIT

Nationally ranked for its public transportation, Washington DC offers a variety of options for our guests to get around the city. Our location in the residential neighborhood of Tenleytown provides a scenic retreat from the hustle and bustle of Downtown DC, without sacrificing convenience and proximity to everything our capital has to offer.

METRO TRAIN

Located on the red line, Tenleytown/AU Metro Station is your connection to the heart of the Nation's Capitol. Arrive at any of D.C.'s many museums, monuments, and embassies in a matter of minutes.

METRO BUS

Metro buses regularly pass by campus. Nearby bus lines provide access to Georgetown, Dupont Circle, Federal Triangle, and more!

AMERICAN UNIVERSITY SHUTTLE

Accessing Tenleytown shopping, eateries, and the Metro is made easy by using one of our many bio-fuel shuttles. The AU Shuttle bus, which has several stops throughout campus can bring you to and from Tenleytown/AU Metro Station. Or get your steps in with a pleasant stroll from campus to Tenleytown.

M
Tenleytown - AU Station
Metro Station

24-HOUR CUSTOMER SERVICE

Year-round service means staying connected once you and your guests arrive on campus. If ever in need of additional service, our team is ready to provide support.

Stuff Happens.

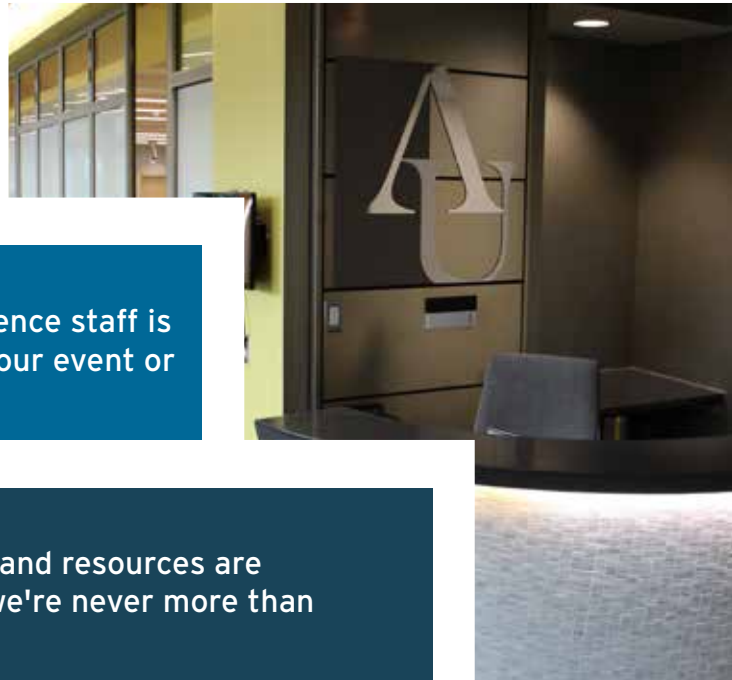
Whether a lost room key or an added room, our front desk staff can accommodate onsite requests around the clock.

Plans change.

Should the larger vision for your stay shift, our conference staff is available to facilitate support without losing sight of your event or conference goals.

Expertise, always close at hand.

Our planning begins early so that all available options and resources are outlined before change happens. If and when it does, we're never more than a phone call away.



*"The staff are incredibly responsive and helpful no matter the issue at hand. I've never felt like I am putting anyone out or like I have to wait to get resolution to a problem big or small."
-National Air and Space Museum Teacher Innovator Institute*

RESERVATION TIMELINE

After you have an opportunity to review an initial proposal, our team will work with you to set up a visit to introduce you to our event spaces and other campus amenities.

If your event requires dining or catering, our team will connect you with the appropriate on-campus resources to discuss menu options and pricing.

Our team and campus partners will prepare event spaces and lodging, ahead of your arrival, so that your time on campus is as stress-free as possible.

INQUIRY

Provide details regarding your event, including prospective dates, estimated guests, and a brief overview of your event. Our team will then craft a custom proposal.

SITE VISIT

CONTRACT

Once you are ready to move forward, a Conference Operations Coordinator will work with you throughout the contracting process.

CATERING

FINALIZE
EVENT
DETAILS

As your event date approaches, your Conference Operations Coordinator will ensure that we have the most up-to-date information to support your event.

EVENT

SEND US
FEEDBACK

Following your departure from AU, our team will provide you the opportunity to evaluate our services through our Client Feedback Survey.

A photograph of a campus scene featuring a paved walkway lined with mature trees. Sunlight filters through the leaves, creating dappled shadows on the path. A wooden bench with metal armrests is visible in the foreground. In the background, a building and a street sign are partially visible. The right side of the image is overlaid with a semi-transparent blue gradient containing white text.

WE HOPE TO SEE YOU SOON!

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