



U.S. Fish and Wildlife Service  
National Conservation Training Center  
Scheduling and Events Management (SEM)  
698 Conservation Way  
Shepherdstown, WV 25443

Scheduling Phone: (304) 876-7220  
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# About Your Stay at NCTC

## Guest Rooms

**If your event has onsite guestroom blocks:** Contact the Hotel Reservations Office with your credit card. The Hotel Reservations Office may be reached at:

Phone: (877) 706-6282      Fax: (304) 876-7910      TTY: (304) 876-7201

Individual reservations should be made no later than 35 days prior to the start of your event to guarantee your onsite room. You may check-in on your scheduled arrival date at any time after 1:00 p.m. at the Confluence Center. Check-out time is 12:00 noon on your scheduled departure date.

Your accommodations include a private guest room with a full-size bed and private bath, hair dryers in each unit, and first floor community laundry facilities. Guests not attending NCTC sponsored courses or events may stay with you in your room at no additional charge but must register with the front desk. They may eat in the Dining Hall and pay for their meals a-la-carte or purchase the meal plan. Participants here for courses or events that choose to share a room may do so, however, BOTH participants will be charged a reduced room rate and both participants will be on their own meal plan.

**If your event does not have an onsite guestroom block for you:** You are considered a commuter. You may contact Scheduling and Events Management at (304) 876-7220 to get a list of alternate lodging options in the NCTC area.

**EVENT CANCELLATIONS:** All guests who cancel their reservations four weeks or less prior to start of an event and do not have a substitution are charged in full for guestroom costs.

## Meals

All guests who stay onsite must participate in the NCTC meal plan. The meal plan provides full-service breakfast, lunch, and dinner. The meal plan begins with dinner on the scheduled arrival date and ends with lunch on your scheduled departure date. All guests are expected for dinner on the scheduled night of arrival. Dinner is served from 5:30 to 7:30 p.m. A box dinner will be held at the Front Desk for all guests arriving after 7:30 p.m.

Costs for individual meals are breakfast for \$16, lunch for \$19, dinner for \$28. The cost for breakfast, lunch, and dinner is \$63. These costs apply when meals are purchased separately and not included in the lodging and meals package. Meal tickets may be purchased in the Gift Shop in the Headwaters Lodge, or you may pay for meals ala carte in the Dining Hall.

## Costs

All participants, including Fish and Wildlife Service employees, are charged for on-site lodging and meals while attending NCTC events at the per diem rate. Service Employees are responsible for paying for any off-site accommodations, meals if staying off-site, meals en-route to the NCTC, and all transportation costs. All guests are expected to pay for the NCTC shuttle, room telephone calls, and lounge/campus store charges.

Guests are expected to pay all charges upon checkout with MasterCard, American Express, VISA, cash, or check. Please make checks for lodging payable to *Aramark Services, Inc.*

## Shuttle Service

Shuttle service is available from Washington-Dulles International Airport. The shuttle fee is \$100.00 and secures a one way or round-trip service, and is payable at the NCTC Front Desk at checkout. If you want to use the shuttle, you must make a reservation through the Hotel Reservations Office at (877) 706-6282. Office hours are Monday through Friday, 8:00 a.m. to 6:00 p.m. The fax number is (304) 876-7910 and TTY is (304) 876-7201.

### Shuttle Service

The shuttle runs between Dulles and the NCTC on the following schedule:

<u>Sunday Arrivals:</u> (or Monday Federal Holiday)	Depart Dulles at 1:00 p.m.	Arrive NCTC at 3:00 p.m.
	Depart Dulles at 4:00 p.m.	Arrive NCTC at 6:00 p.m.
	Depart Dulles at 7:00 p.m.	Arrive NCTC at 9:00 p.m.
<u>Friday Departures:</u>	Depart NCTC at 1:30 p.m.	Arrive Dulles at 3:30 p.m.

### Shuttle Directions at Dulles

From the Dulles main terminal, follow the signs to baggage pickup and proceed to the appropriate baggage carousel to claim your luggage. Once you have claimed your luggage, exit the airport directly across from luggage carousels 2 and 3, then proceed up the exit ramp and through door #7 to the shuttle pick up location. Transportation is provided by Reston Limousine Service and will also display USFWS/NCTC identification. Picture identification is required to board the shuttle. The Shuttle departs on time.

**SHUTTLE CANCELLATIONS:** All guests must cancel their shuttle reservations no later than 48 hours prior to the start of their event. Please call (877) 706-6282 to cancel your reservation. If a reservation is not canceled prior to this deadline, the credit card used by the guest to confirm their reservation will be debited for the full amount of the shuttle cost.

## Flights

Allow Adequate Time to Make Your Flight. When making flight arrangements, please allow a two to four hours prior to your flight to provide adequate time to check-in/check-out at the airport, handle baggage, etc. Travel time between Dulles Airport and the NCTC is approximately two hours. If you are using our shuttle, please make sure all personal comforts are attended to prior to boarding as there are no scheduled stops between the airport and NCTC.

## Attire

General attire for NCTC training courses is casual dress. The NCTC is a walking campus, so sturdy, comfortable shoes are strongly recommended. Suitable clothing should be brought if you wish to participate in recreational activities. There are walking trails and a physical training center on-site. Bring rain gear for inclement weather.

## On-site Activities

NCTC offers a variety of activities available to students staying on campus. A fitness center with quality weights and exercise equipment provides an opportunity for an early morning or evening workout. The gym also has courts for basketball, volleyball, and pickleball. Shower rooms and towels are also available. There are extensive paths for running and a network of trails for hiking, and a maintained 11-hole disc golf course.

NCTC's Activities Coordinator plans a variety of weekly events, which regularly include trivia and karaoke nights, cornhole, birding walks, scavenger hunts, and other ways to engage and network with others.

## Day Care

A day care facility is available at NCTC for children ages 5 weeks through 5 years. All children under 18 must be either in the day care program or supervised by an adult while at NCTC. Call (304) 876-7354 for registration & pricing information.

## Driving

Contact Scheduling and Events Management at (304) 876-7220 for maps and directions. Parking passes will be issued at the Front Desk at NCTC upon check-in and must be displayed in your vehicle. It is possible the gate may be closed. If so, please use the call button to call Security.

## Pet Policy

No pets are allowed on the NCTC grounds at any time. Only service animals and animals specifically designated for training and education purposes are authorized to be on NCTC grounds.

## Facility Sustainability Fee

Effective April 2024 NCTC's overnight accommodation charge will increase by \$25.00 per night. While the per diem covers guest food and lodging, it does not include many costs for green improvements and state-of-the-art support such as campus-wide wireless. This additional fee is necessary to continue operating an effective training and conferencing facility in a fiscally responsible manner.

This fee has been pre-paid for all FWS employees and will not be charged to them on an individual basis. For all non-FWS guests, this fee will be billed along with room charges at the time of check-out. Non-FWS Federal employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage, miscellaneous fee.

Please contact Scheduling and Events Management at 304-876-7220 for questions regarding rates and assessments.

**"Federal law prohibits the possession of firearms or other dangerous weapons at Federal facilities by all persons not specially authorized to do so by 18 U.S.C. This prohibition also applies to those who may have a valid Concealed Handgun License."**