

**U.S. Fish and Wildlife Service  
National Conservation Training Center  
NCTC Event Information Sheet**

**GUEST ROOM:**

**If your event has onsite guestroom blocks:** Contact the Hotel Reservations Office with your credit card. The Hotel Reservations Office may be reached at: (voice) **877-706-NCTC (6282)**; (fax) 304-876-7910; and (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 PM at the Entry Auditorium building. Check-out is 12:00 noon on your scheduled departure date.

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

**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 the meal plan.

**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 PM. A box dinner will be held at the Front Desk for all guests arriving after 7:30 PM. Costs for individual meals are breakfast \$13, lunch \$15, and dinner \$26. The cost for breakfast, lunch, and dinner is \$54. These costs apply, when meals are purchased separately and not included in the lodging and meals package. Meal tickets may be purchased in the Sundry/Gift Shop in the Commons 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 upon checkout. **Guests are expected to pay upon checkout via MasterCard, American Express or VISA, check or cash.** 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 upon checkout. If you want to use the shuttle, you MUST make a reservation through the Hotel Reservations Office at 877-706-NCTC (6282).** Office hours are Monday through Friday, 8:00 AM to 6:00 PM. The fax number is 304-876-7910 and TTY is 304-876-7201.

**Shuttle Schedule:** The shuttle runs between Dulles and the NCTC at the following times:

**Sunday (or Monday Federal Holiday) Arrivals:**

Depart Dulles at 1:00 PM/arrive NCTC at 3:00 PM  
Depart Dulles at 4:00 PM/arrive NCTC at 6:00 PM  
Depart Dulles at 7:00 PM/arrive NCTC at 9:00 PM

**Friday Departures:**

Depart NCTC at 1:30 PM/arrive Dulles at 3:30 PM  
Depart NCTC at 4:30 PM/arrive Dulles at 6:30 PM

**Directions to Shuttle 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, proceed to the airport exit **directly across from luggage carousels 2 & 3, 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-NCTC (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. Shower rooms and towels are also available. A friendly game of basketball on our full-sized basketball court offers some competitive exercise as well.

**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 daycare 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. Maps are also available [online](#). Parking passes will be issued at the Front Desk at NCTC upon check-in and must be displayed in your vehicle. The gate may be closed, please use the call button to call Security.

**PETS:** No pets are allowed on the NCTC grounds; only service animals and animals specifically designated for training and education purposes are authorized on NCTC grounds.

**FACILITY SUSTAINABILITY FEE:**

Effective October 1, 2012 NCTC's overnight accommodation charge will increase by \$15.00 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.