Dear Valued Partner:

We are reaching out today to share with you the many steps we’ve taken to ensure your safety during this pandemic and also share how eager we are to welcome you back to our hotel. Our hotel has responded aggressively to the pandemic through increased measures for social distancing, strict sanitation and disinfection protocols, associate awareness, training, and various other methods to help keep you and your meeting attendees safe and ensure you have the best event possible.

General Cleaning and Safety
We have always taken great pride in maintaining the highest standards of cleanliness and hygiene. In response to COVID-19, we have increased the frequency with which our public areas, guest rooms, and facilities are deep-cleaned and disinfected, using hospital-grade disinfectants. We’ve also taken the following precautions:

All hotel employees have completed enhanced COVID-19 prevention and preparedness training. All our associates are reminded daily of proper and frequent handwashing technique, emphasizing its importance in combating the spread of viruses.
We insist that all associates wear masks and gloves at all times, whether they are interacting directly with a guest or another associate or indirectly via a common point of contact.
We have taken serious measures to ensure social distancing and constantly reemphasize its importance. For example, the check-in experience at our front desk has been modified to eliminate all unnecessary contact, including through the use of custom-made glass shields. Our food and beverage operations have been modified to offer contactless ordering and delivery of a variety of delicious options.

Signage throughout the hotel reminds guests of important safety precautions and directs them to ways to minimize contact and maximize social distancing.
We offer hand sanitizer throughout the property for guest and employee use.

Physical Distancing During Your Event
No doubt you are concerned about how you can host an event that maximizes your group’s time together while minimizing contact and proximity. To help alleviate your concerns, we have established a number of physical distancing protocols.

Each meeting room has been reconfigured to ensure at least six feet of physical distance between attendees, with more space available as your event requires. We will work diligently with you on your event set up and delivery.

This is a new world for all of us, and your attendees may not be comfortable or accustomed to working and collaborating in a modified way. Our associates are trained to assist, and we can also make available to you additional resources to ensure enforcement of both generally accepted social distancing requirements as well as your own.

Continued to next page…
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We scatter breaks and traffic flows cleverly to eliminate any unnecessary congregation. Doors are marked as entrance and exit. Associates can be staffed as door attendants. We ask that you kindly survey meeting attendees prior to arrival to reduce risks associated with guests who may be sick and confirm with us that this has been completed. Thanks to technology and our audio-visual partnerships, we have ways to make your event accessible even to attendees who can’t or are uncomfortable joining physically.

**Food and Beverage During Your Event**

We want your event’s food and beverage experience to be full-service, just as it would during any other time. We’re taking steps to be able to provide you a full-service experience while maintaining the safety, sanitation, and physical distancing needs that are required. Coffee stations will be set up and manned by a server with appropriate protective gear and made to order and to go. Banquet food options will be individually wrapped and either delivered to seats or selected in well-ordered and spaced queues. External pre-packaged options are also available. Disposable yet sophisticated flatware is used to increase the level of sanitation. Again, proper signage and direction is key to making this a seamless experience for your attendees and guests.

**Building Your Specific Event**

With all these preparations already in place, we are ready to work with you to design your special event. We will uniquely diagram your space, identify your necessary equipment and meeting amenities, and develop a special food and beverage service. Furthermore, a number of additional options are available to provide even more safety and comfort to your meeting attendees, such as in-meeting disinfection, disposable covers, personal protective equipment packs, and much more. When the planning is done, we will ensure that you are completely satisfied and excited for your event and comfortable it will take place in the safest and cleanest of environments.

Best regards,

Jill Flynn
Director of Sales & Marketing
Hyatt Regency Dulles

703-793-6885
Jill.Flynn@hyatt.com
Lobby Atrium:
Spacious seating and walkways welcome guests
Signage indicates to maintain social distancing
Photos from a recent event that was held in May 2020 which adhered to County and State COVID-19 mandates:

**Covid19 Preparedness and Prevention Steps:**

- Hotel associates are required to wear PPE at all times including a mask and gloves.
- Signage posted in public areas and in the meeting space to encourage safety precautions.
- Hand sanitizing stations were readily available. The restrooms and service areas are sanitized during each break.

**Reduced Capacity Meeting Set:**

- Spacing of tables will maintain appropriate distance without being too far away.
- Each person will service their own table; Hotel does not place items on their table and does not remove anything.
- Trash cans will be placed in several places so that attendees can self-maintain their tables.
- All tables and chairs are sanitized prior to the meeting.
- The doors can be kept open and marked for entry and exit; hotel attendants are available to assist.
- The foyer area café tables will have one chair per table to ensure space was maintained during breaks.
Photos from a recent event that was held in May 2020 which adhered to County and State COVID-19 mandates:

**Modified F&B**

- Food will be placed with items separated so that guests may select a snack or beverage without touching other items
- Markings on the carpet will allow guests to remain properly spaced apart
- Breakfast items will be collected individually, by attendees, based on preferences. For example, breakfast sandwiches would be wrapped and placed under a heat lamp to keep them warm
- Beverages will be separated within the bins and the ice will be low enough that attendees will be able to recognize the item without having to move items around
- Coffee will served by an attendant in our Foyer Beverage Stations. It may be made available in the function room for self-service provided participants utilize gloves which will be made available to ensure that the dispensers remain untouched
- Please note that we have “Touch Free” service options that will deliver a 4-Star experience with designated attendants available, at an additional fee.
The following diagram shows seating capacity of **10 people** in the Luray Ballroom AB (2,760 sq. ft.) in **V-Shape** setup based current (May 2020) State/Local and HEI Hotel Guidelines:
## Modified Capacity Chart Chart as of May 2020

<table>
<thead>
<tr>
<th></th>
<th>Theater</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>U-Shape</th>
<th>Rounds (5)</th>
<th>Hollow Square</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luray Ballroom</td>
<td>320 w/riser</td>
<td>312 w/riser</td>
<td>-</td>
<td>-</td>
<td>190 w/riser</td>
<td>-</td>
</tr>
<tr>
<td>B or E</td>
<td>48</td>
<td>40</td>
<td>20</td>
<td>22</td>
<td>25</td>
<td>28</td>
</tr>
<tr>
<td>C or D</td>
<td>48</td>
<td>40</td>
<td>20</td>
<td>22</td>
<td>25</td>
<td>28</td>
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<td>88</td>
<td>32</td>
<td>32</td>
<td>60</td>
<td>44</td>
</tr>
<tr>
<td>BC or DE</td>
<td>100</td>
<td>90</td>
<td>32</td>
<td>36</td>
<td>60</td>
<td>48</td>
</tr>
<tr>
<td>ABC or DEF</td>
<td>192 w/riser</td>
<td>180 w/riser</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>BCDE or AF</td>
<td>144</td>
<td>144</td>
<td>-</td>
<td>-</td>
<td>110</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cirrus Ballroom</strong></td>
<td>202 w/riser</td>
<td>186 w/riser</td>
<td>-</td>
<td>-</td>
<td>90 w/riser</td>
<td>-</td>
</tr>
<tr>
<td>A, B or CD</td>
<td>64</td>
<td>56</td>
<td>24</td>
<td>26</td>
<td>30</td>
<td>32</td>
</tr>
<tr>
<td>C or D</td>
<td>30</td>
<td>24</td>
<td>16</td>
<td>16</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>AB or BCD</td>
<td>144</td>
<td>140</td>
<td>32</td>
<td>34</td>
<td>60</td>
<td>52</td>
</tr>
<tr>
<td><strong>Layton</strong></td>
<td>64</td>
<td>48</td>
<td>24</td>
<td>26</td>
<td>30</td>
<td>32</td>
</tr>
<tr>
<td><strong>Rockbridge</strong></td>
<td>64</td>
<td>48</td>
<td>24</td>
<td>26</td>
<td>30</td>
<td>32</td>
</tr>
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<td><strong>Potomac Boardroom</strong></td>
<td>30</td>
<td>24</td>
<td>16</td>
<td>16</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td><strong>Chesapeake Boardroom</strong></td>
<td>42</td>
<td>24</td>
<td>16</td>
<td>16</td>
<td>20</td>
<td>20</td>
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<tr>
<td><strong>Elements PDR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

- Theater style seating - allow three to five feet between each chair
- Classroom set up - set a maximum of one or two guests per six-foot table.
- U-shape set up - set a maximum of one or two guests per six-foot table.
- Conference style set up - set a maximum of one or two guests per six-foot table.
- Banquet rounds - set a maximum of six guests per six-foot round, or five guests per five-foot round.
- Reception set up – set all tables at least six feet apart with no more than two chairs per cocktail round.
The following diagram shows max capacity of **142 people** in the Luray Ballroom (8,800 sq. ft.) in classroom setup based on current State/Local and HEI Hotel Guidelines:
The following diagram shows max capacity of **380 people** in the Luray Ballroom (8,800 sq. ft.) classroom setup while adhering to current State/Local and Hyatt Regency Guidelines:
The following diagram shows max capacity of **500 people** in the Luray Ballroom (8,800 sq. ft.) classroom setup based on Traditional State/Local mandates:
# Traditional Hotel Capacity Chart

## Ground Level

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Room Dimensions L x W x H</th>
<th>Room Size Sq. Ft</th>
<th>Banquet</th>
<th>Reception</th>
<th>Theater</th>
<th>Classroom</th>
<th>Boardroom</th>
<th>U-Shape</th>
<th>Hollow Square</th>
<th>Exhibit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LURAY BALLROOM</td>
<td>121’ x 72’ x 18”</td>
<td>8,740</td>
<td>700</td>
<td>1,000</td>
<td>900</td>
<td>500</td>
<td>—</td>
<td>—</td>
<td>42</td>
<td>—</td>
</tr>
<tr>
<td>B or E</td>
<td>30’ x 36’ x 18”</td>
<td>1,117</td>
<td>90</td>
<td>150</td>
<td>110</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td>42</td>
<td>60</td>
</tr>
<tr>
<td>C or E</td>
<td>30’ x 36’ x 18”</td>
<td>1,078</td>
<td>90</td>
<td>150</td>
<td>110</td>
<td>60</td>
<td>30</td>
<td>30</td>
<td>42</td>
<td>60</td>
</tr>
<tr>
<td>A or F</td>
<td>60’ x 36’ x 18”</td>
<td>2,182</td>
<td>150</td>
<td>225</td>
<td>250</td>
<td>125</td>
<td>—</td>
<td>50</td>
<td>60</td>
<td>—</td>
</tr>
<tr>
<td>BC or DE</td>
<td>60’ x 36’ x 18”</td>
<td>2,204</td>
<td>150</td>
<td>225</td>
<td>250</td>
<td>125</td>
<td>—</td>
<td>50</td>
<td>60</td>
<td>—</td>
</tr>
<tr>
<td>ABC or DEF</td>
<td>60’ x 72’ x 18”</td>
<td>4,400</td>
<td>300</td>
<td>500</td>
<td>500</td>
<td>250</td>
<td>—</td>
<td>100</td>
<td>100</td>
<td>—</td>
</tr>
<tr>
<td>BCDE or AF</td>
<td>121’ x 36’ x 18”</td>
<td>4,286</td>
<td>300</td>
<td>500</td>
<td>500</td>
<td>250</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>PREFUNCTION</td>
<td></td>
<td>—</td>
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<td>—</td>
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<td>—</td>
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</tr>
<tr>
<td>CIRRUS BALLROOM</td>
<td>90’ x 46’ x 16’8”</td>
<td>4,140</td>
<td>330</td>
<td>450</td>
<td>400</td>
<td>220</td>
<td>—</td>
<td>100</td>
<td>—</td>
<td>—</td>
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<tr>
<td>A or B</td>
<td>30’ x 46’ x 16’8”</td>
<td>1,380</td>
<td>120</td>
<td>150</td>
<td>150</td>
<td>80</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>C or D</td>
<td>30’ x 23’ x 19’8”</td>
<td>690</td>
<td>50</td>
<td>75</td>
<td>75</td>
<td>40</td>
<td>20</td>
<td>25</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>AB or BCD</td>
<td>60’ x 46’ x 16’8”</td>
<td>2,780</td>
<td>240</td>
<td>300</td>
<td>300</td>
<td>150</td>
<td>—</td>
<td>80</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>LAYTON</td>
<td>44’ x 28’ x 9’6”</td>
<td>1,223</td>
<td>90</td>
<td>150</td>
<td>120</td>
<td>60</td>
<td>24</td>
<td>34</td>
<td>42</td>
<td>—</td>
</tr>
<tr>
<td>ROCKBRIDGE</td>
<td>44’ x 28’ x 9’6”</td>
<td>1,223</td>
<td>90</td>
<td>150</td>
<td>120</td>
<td>60</td>
<td>24</td>
<td>34</td>
<td>42</td>
<td>—</td>
</tr>
<tr>
<td>CHESAPEAKE BOARDROOM</td>
<td>24’ x 29’ x 9’6”</td>
<td>603</td>
<td>50</td>
<td>65</td>
<td>60</td>
<td>26</td>
<td>20</td>
<td>20</td>
<td>24</td>
<td>—</td>
</tr>
<tr>
<td>CHESAPEAKE TEL. ROOM</td>
<td>10’ x 9’ x 9’6”</td>
<td>99</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>POTOMAC BOARDROOM</td>
<td>22’ x 29’ x 9’6”</td>
<td>652</td>
<td>50</td>
<td>65</td>
<td>60</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>24</td>
<td>—</td>
</tr>
<tr>
<td>POTOMAC TEL. ROOM</td>
<td>10’ x 9’ x 9’6”</td>
<td>83</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
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</tr>
<tr>
<td>PRIVATE DINING ROOM</td>
<td>38’ x 29’ x 9’6”</td>
<td>1,073</td>
<td>50</td>
<td>65</td>
<td>50</td>
<td>30</td>
<td>25</td>
<td>20</td>
<td>25</td>
<td>—</td>
</tr>
</tbody>
</table>
FLOOR PLAN
Ground Level

HYATT REGENCY DULLES
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ACCOMMODATIONS
316 guestrooms, including 6 suites/palors, 259 kings/queens, 65 double/doubles all with cozy sitting area; 36 PURE Allergy friendly suites featuring the latest hypoallergenic technology

All Accommodations Offer
• Hyatt Grand Bed® turn-down available on request
• Free Wi-Fi is available in guestrooms and social spaces like lobbies and restaurants, excluding meeting spaces
• 37-inch LCD television/with 60 HD channels
• Oversized workstation with ergonomic designed chairs
• Voicemail, speaker phones with message waiting light, data ports
• Full bath amenities and hair dryer
• Iron, ironing board & individual climate control
• iHome® alarm clock radio, Coffeemaker and in-room refrigerator
• Daily newspaper available

SERVICES & FACILITIES
• Hyatt Express Check-In Kiosks
• Hyatt Fast Board™
• 1-800-CHECK-IN®
• Free Wi-Fi is available in guestrooms and social spaces like lobbies and restaurants, excluding meeting spaces
• In-room dining
• Complimentary business center and support services
• Complimentary shuttle to/from airport–4:15 a.m. to 12:30 a.m.
• Multilingual staff and currency exchange
• Assistive devices for persons with disabilities
• ATM and Sundries Shop
• Safety-deposit boxes at front desk
• Laundry/dry cleaning
• Complimentary parking

RESTAURANTS & BARS
• Elements—for the highest quality cuisine, our creative chefs craft the menus based on fresh, local ingredients from Northern Virginia
• Express-O’S—coffees, pastries and to-go items
• Lobby Bar—light fare and cocktails

RECREATIONAL FACILITIES
• Heated indoor lap pool with deck seating
• 24-hour fitness center offers free weights, exercise cycles, steppers, rowers, bicycle paths and jogging paths
• Four miles, 18-hole Reston National Golf Course; three miles, 18-hole Herndon Golf Course; ten miles, 18-hole Brambleton Golf Course (golf training packages available)

MEETING & EVENT SPACE
• IACC Certified Meeting Center offering a total of 18,000 square feet of function space, 11,000 square feet of prefunction and exhibit space
• Ten meeting rooms offer individual or master controls for heat/AC, sound, music, telephones, multiple electrical/microphone outlets, special lighting effects and 110V single-phase electricity
• 8,800-square-foot ballroom (121’ x 72’ with 18’ ceiling) is divisible into six sections
• Cirrus Ballroom, a 4,200-square-foot conference area, sub-divides into four separate meeting rooms
• Two elegant ballrooms offering video-conferencing capabilities
• One private dining room with seating for up to 50 guests
• Built-in audiovisual services
• Outdoor gazebo reception area offers an elegant outside option
• TI Internet access from all meeting rooms
• Silver LEED Certified

TRANSPORTATION
• Dulles Int’l Airport – 2 miles/6 mins

POINTS OF INTEREST
• Wolf Trap Park
• Tyson’s Corner Shopping Center
• Reston Town Center
• Manassas (Bull Run) Civil War Historic Battlefields
• Historic Leesburg and Middleburg
• George Mason University
• Shenandoah National Park
• Jiffy Lube Live
• Fair Oaks Mall
• National Zoo
• Mount Vernon
• Dulles Town Center
• Udvar-Hazy Center

LOCATION
Discover a Washington Dulles Airport hotel where convenience and luxury converge. With an unequalled position near the terminals, our hotel offers an ideal locale for exploring the nation’s capital as well as surrounding attractions including Virginia wineries, Mount Vernon, Arlington Cemetery, area businesses and more.

VISITOR INFORMATION
• Language: English
• Currency: USD
• Climate: region experiences all four seasons
• Visa: Please refer to your local travel consultant prior to travel