CONFERENCE PLANNING TASK FORCE
TEMPLATE

Name - Conference and Guest Services

Location - 240 West Campus Drive, 1015

Brief Description – we provide housing during the summer months in the residence halls as an alternative to hotels. We also work with high school groups and other groups around campus to set up meals in the dining hall throughout the year.

Availability - Housing: end of May through first of August

Number of Rooms - 6,000 – 7,000

Types of Rooms - traditional non air conditioned rooms, air conditioned suite style rooms, non air conditioned suite style, hotel style

Food & Beverage Availability - Personal Touch Catering available year round and dining halls year round except during academic breaks

Website - www.meetatvt.com

Contact Information - Phone: 540-231-5721
Email: conferences@vt.edu
Fax: 540-231-6956

Miscellaneous - we can work with outside groups to help make reservations for classrooms, meeting spaces, catering, and any other rentals. We also have our own online registration system and can accept reservations for individual guests.