



4075 Wilson Blvd., Suite 300, Arlington, Virginia 22203

Phone: 703-797-4500 | Email: ecc@sainc.com

Monday – Friday 7:00 AM – 5:30 PM

Frequently Asked Questions (FAQs)

Q: What are the ECC operational hours?

A: Monday – Friday 7:00 AM – 5:30 PM. Requests to extend the hours will require advance notice and additional hourly costs to extend HVAC will apply.

Q: How far out does the ECC take reservations?

A: Six months in advance.

Q: Do you have restrictions on who can attend meetings?

A: No restrictions. However, following each meeting, a final in-person attendees list must be provided to the ECC and include first and last name, affiliation/organization, country of citizenship of each meeting attendee.

Q: What is the capacity of the meeting rooms?

A: Please reference the capacity chart provided on facility website: <https://sa-ecc.com/>.

Q: Can alternative furniture be used?

A: The ECC provides 5' x 2.5" rectangle tables and three types of chairs (1. High back chairs with armrests, and wheels, 2. Low back chairs with armrests and wheels, 3. Theater chairs, no armrests or wheels). If the client wishes to rent alternative furniture, please contact ECC staff for pre-approval of layout and delivery logistics before booking furniture rental.

Q: What kind of signage is permitted?

A: In the main street level/lobby entrance, one table-top 8 ½" x 11" (landscape) sign can be placed on the security desk.

In the third-floor elevator lobby, the ECC provides an 8 ½" x 11" (landscape) sign on the open door with an arrow pointing into our suite. However, the client may provide a printed sign to be placed on an easel.

Inside the ECC, clients are permitted to provide any signage. Please notify the ECC staff in advance and easels will be provided. The ECC will post the meeting name on the digital signs outside each meeting room door. The client can provide custom widescreen 16:9 PowerPoint or jpg file.

Outside each meeting room doorway, a digital sign will indicate the name of the meeting and room name. Clients can provide "branded logos" to be displayed.

Q: Does the ECC offer catering?

A: The ECC preferred caterer is Root & Stem <https://sa-ecc.com/>. However, clients may coordinate with their own catering company of choice. Once selected, please notify the ECC so we can: a) provide the building management COI requirements and instructions to be completed by the catering company and submitted to building management, b) collect the catering orders from you for facility support.

Q: Is alcohol permitted at the ECC?

A: Alcohol is permitted only if it is controlled by a licensed and insured bartender/caterer. The license needs to be provided to the ECC in advance.

Q: Does the ECC have Wi-Fi?

A: Yes, the Wi-Fi username and password are posted in our facility and can be provided in advance if needed for printed material.

Q: Is parking located in the building and can the ECC validate parking?

A: Yes, parking is located under our building, see “Location & Area Information” for directions and alternative options. The ECC does not validate parking.

Q: Can the ECC hold meetings at a classified level?

A: Yes, please contact ecc@sainc.com the ECC staff to discuss details.

Q: Can items be shipped to the facility?

A: Yes, please coordinate with the ECC staff prior to shipment. Mailing address: C/O ECC Staff (Meeting Name and Date of meeting), 4075 Wilson Blvd., Suite 200, Arlington, VA 22203.

Q: Can the ECC accommodate a poster session?

A: Yes, depending on number of attendees and location/quantity of poster board easels. Please contact the ECC staff if you would like to include poster boards in your meeting requirements.

Strategic Analysis, Inc. Executive Conference Center
4075 Wilson Blvd., Suite 300, Arlington, Virginia 22203

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Monday – Friday 7:00 AM – 5:30 PM

Tours are available by appointment only, please **contact us** if you wish to visit.