

Welcome to Microsoft Reston!

We are delighted to have you visit us. Our office is equipped with state-of-the-art facilities and amenities to make your visit comfortable and productive.

Upon arrival, please check in at the reception desk located on the 1st floor where you will be issued a visitor nametag. Our friendly staff will be happy to assist you with any questions you may have and guide you to your meeting location.

We hope you enjoy your visit and look forward to seeing you again.



Building Information

Site Address

11955 Freedom Drive
Reston, VA 20190

The hours of operation are 8am-5pm, Monday-Friday. Contact our Host at lbyrest@microsoft.com or 571-910-5039 or more information or assistance.

Parking

Parking is available in several garages (e.g., purple, yellow, & orange) located on Freedom Drive. The purple garage is across the street from Microsoft.

Cost for parking is: 4 – 6 Hours is \$6, 6 – 10 hours is \$8, with daily max \$24. Use of the [ParkRTC App](#) is required. Please note that your Zone and License plate numbers as this information will be needed for payment.

EV (Electric Vehicle) charging is available in each garage. See posted signage for information regarding use of these spaces.

Registration & check-in

The reception desk is on the 1st Floor. Please check in to receive a name badge.

All guests must be pre-registered prior to their arrival. If they are not pre-registered, the guest must show proof of their invitation to the site, or the FTE must greet them in the lobby.

All guests that do not have a valid Microsoft badge must also present a valid form of I.D. at reception.



Office Information

Wi-Fi

Guest wireless connectivity (MSFTGUEST) is available for personal devices, guests with employee sponsorship, and for event attendees.

The event code is inside meeting rooms on the whiteboard and emailed to the Microsoft sponsor the day of the event.

Food & beverage

There is a **kitchenette** located on Floor 2 in the office that include: water dispenser, min-frig with cold beverages, and coffee machine. If you need assistance operating the machines or have questions about what is offered, please see reception.

Restrooms

There is a restroom located within a short distance from reception as well as near the elevator lobby on the 2nd floor.

Workspaces

Meeting rooms: 4 Multi-Purpose Rooms (MPR), 2 Medium conference rooms, and 3 Large conference rooms seating six to two-hundred. Rooms are equipped with Microsoft Teams Room (MTR) technology. To schedule a conference room a Microsoft sponsor is required.

Focus rooms: These rooms seat up to 4 participants and include MTR technology as well. To schedule a focus room a Microsoft sponsor is required. Please limit the use of the focus rooms to a **maximum of one hour**.

Phone rooms: Each phone room has a conference phone and is available on a first-come, first-served

basis. Please limit the use of the phone rooms to a **maximum of one hour**.

Amenities

A **lactation room** is available on the 2nd floor for nursing mothers visiting the site. Please see reception for location and access code.



Area Information

Hotels

Hyatt Regency Reston
1800 Presidents St, Reston, VA 20190

Sheraton Reston Hotel
11810 Sunrise Valley Dr, Reston, VA 20191

The Westin Reston Heights
11750 Sunrise Valley Dr, Reston, VA 20191

Restaurants

JINYA Ramen Bar
11964 Market St, Reston, VA 20190

Sweetgreen
1824 Library St, Reston, VA 20190

Starbucks
11951 Freedom Drive, One Freedom Square,
Reston, VA 20190A 20190

Taste of Istanbul
1862 Explorer St, Reston, VA 20190

Morton's The Steakhouse
11956 Market St, Reston, VA 20190