

Henry Center Introduction and Overview

Since opening in October 2001, the James B. Henry Center for Executive Development (Henry Center) has served as Michigan State University's primary home for professional and executive education. The Henry Center has established itself within the Mid-Michigan educational meetings market as the only dedicated conference center (as defined by the International Association of Conference Centers) in the region.

The Henry Center is a flexible, well-appointed conference center that is operated by the Eli Broad Graduate School of Management at Michigan State University. It was designed to deliver a unique value proposition to its clients. Repeat clients of the Henry Center include the Broad School, the Michigan State University community, corporations, government units and associations.

Why would I choose the Henry Center for my event?

The physical facility and services offered maximize the productivity of smaller meetings. Henry Center events serve 5-100 conferences in dedicated learning space that is free from the distractions typically found at hotel-based convention centers. All rooms are dedicated, single-purpose meeting rooms that were designed for education and technology, while providing a comfortable and professional environment.

Planning an event at the Henry Center is designed to save the host time and money. Our Day Meeting package price, self-paced Continuous Refreshment Service and buffet meals, designated technology support and conference planning managers are unlike the services offered by a hotel convention center.

How can the Henry Center save me money?

The Henry Center's Day Meeting Package pricing provides the vast majority of required services in a simple, "no surprises" package amount. This allows planners to accurately budget for their event prior to their registration deadline. All price quotes include the "per person" cost for food, technology, meeting space, service fees and tax.

The Henry Center provides planners with one designated point of contact for meeting services, food services, hotel rooms and recreation.

The Henry Center's Day Meeting Package pricing allows for unlimited use of the available meeting rooms (including 21 technology equipped breakout rooms) without any additional costs. Typically hotels or convention centers will charge \$50-\$500 per day for breakout rooms.

At the Henry Center there are no hidden fees or a la carte charges for adding technology or office services. These are part of the Day Meeting Package. Clients often pay an additional \$100-\$2,000 for the services in the Henry Center's Day Meeting Package.



Day Meeting Packages (DMP)

You'll budget with confidence, knowing to the dollar what your meeting will cost. The Henry Center offers Day Meeting Packages to ensure that everything you need for meeting success is in one **all inclusive** price per person per day.

All packages include the following:

Conference Services

Unlimited meeting space, with advanced reservation
Comprehensive Audio visual equipment
Unlimited high speed internet access
Professional technology support services
Designated conference planning manager
Business center services
Private guest business office, with advanced reservation
Parking
All service fees
See Conference Services page for more details

Food and Beverage Services

Continuous refreshment service
Lunch buffet service
All service fees
See Food and Beverage Services page for more details

BEST MEETING CENTER – ANYWHERE!

- Kim Lawrence, Director, Center for
Police Executive Development
The School of Criminal Justice,
Michigan State University

**Wonderful facility! Will definitely
return. Staff is to be commended,
outstanding service in every way.**

- Kris Morden, AAA Michigan

For events that require additional services, please consult with our sales department so that we can customize a meeting package to include your requirements.





Day Meeting Packages (DMP)

Food and Beverage Services

The Henry Center is proud to serve a wide variety of meals and refreshments, offered continuously and in plentiful quantities, professionally presented, and appealing to your guests' varied tastes and lifestyles. Morning and afternoon continuous refreshment services are offered in two public areas, the Atrium and the Commons. Our delicious lunch buffet service is offered in our open seated Atrium dining room. Our staff has taken the time to pre-plan a 6 day rotation of breakfast, lunch and dinner buffet menus. This saves you valuable time selecting menus and allows you to focus on other important aspects of your event.

If you have special dietary requirements, please let us know in advance of your event, so we may meet your needs. We also serve private plated meal services. Please request our banquet menus for plated meals and breakfast & dinner menus.

Morning Continuous Refreshment Service

Offered from 7:00 to 11:00 am
Coffee – Regular & Decaf, Hot Tea
Fountain Drinks
Orange and Apple Juice
Cartons of 2% & Skim Milk
Assortment of Mini Muffins
Two Selections of Danish
Cinnamon Rolls
Bagels & English Muffins w/ Cream Cheese
Two Selections of Toaster Breads with
Butter, Jelly and Honey
Basket of Whole Fresh Fruit

Afternoon Continuous Refreshment Service

Offered from 1:00 to 4:30 pm
Coffee – Regular & Decaf
Hot Tea
Fountain Drinks
Whole Fruit
Three selections of dry snacks
Gourmet Cookies & Brownies
Fruit & Cheese Tray *or* Vegetable Crudités
with Dips
Ice Cream Treats

Lunch Buffet Service

Offered from 11:30 am to 1:30 pm
Chef's selection of green salad
Chef's selection of three deli salads, including one vegetarian Salad
Three entrée selections, including one vegetarian entree
Two vegetable selections
Chef's selection of starch
Assorted Rolls, & breadsticks with butter
Three dessert selections
Choice of beverages to include coffee, tea, milk, soft drinks & juice

*Food services
prepared by the:*



Day Meeting Packages (DMP)

Conference Services

Meeting Rooms

Our dedicated conference space is designed to support successful meeting outcomes. Each room is furnished with comfortable, ergonomic seating and hard writing surfaces that allow attendees to focus on what's important—the content and outcome of the meeting. Our rooms offer natural lighting, soundproof air walls, individual climate controls, individual lighting controls, swipe card accessible security, high speed wireless internet and wired Ethernet outlets.

- 4 high tech executive classrooms**
- 21 individual breakout rooms**
- 2 Flexible setup meeting rooms**
- Fortune 500 Boardroom**
- Four Seasons Lounge**
- Atrium dining room**
- University Club banquet rooms**



Audio Visual Equipment

Standard Meeting Equipment

- Flip charts (standard or sticky flip chart pads)
- Markers
- Flip chart stands
- Whiteboards
- Easels
- Extension cords and power strips
- A/V carts
- (4) 4 ft x 8 ft sections of riser

Audio Equipment

- Standing lectern with amplification
- Wireless handheld microphones
- Wireless lavalier microphones
- Adaptors for connection into house sound system
- Conference phone

Computers and Internet (1Ghz Fiber Network)

- High speed wired Ethernet connections
- Ethernet cords
- Unlimited high speed wireless internet connections
- Inventory of 50+ Dell Inspiron laptops

Projection Equipment

- High resolution LCD projectors
- Built-in or fast fold projection screens
- Portable flat screen plasma TV
- TV/VCR stands
- DVD players

"The technology and the staff at the Henry Center make it a great place to conduct training. It is both a relaxing and professional environment. I have had the opportunity to use many of the venues in Michigan and the audio visual set-up at the Henry Center is the best I have ever encountered. Everything is at your fingertips and it is easy to use. And in the event you need any help the staff is always willing and readily available."

- Terrence L. Jungel, Executive Director,