



THE JAMES B. HENRY
CENTER FOR
EXECUTIVE
DEVELOPMENT

"Best meeting center – anywhere!"

– **Kim Lawrence, Michigan State University
- School of Criminal Justice**

"The Henry Center is an outstanding facility for seminars, workshops, and off-site meetings. The staff always makes us feel welcome and ensures that we have a perfect meeting experience. The technology is advanced. The food is fantastic. Our team never wants to leave!"

– **Capt. Michael F. Thomas, Director
(retired), Michigan State Police -
Forensic Science Division**

"I can't imagine a better meeting experience!"

– **Lisa Shambro, Executive Director,
Foundation for Strategic Sourcing**

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MICHIGAN STATE
UNIVERSITY



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**THE JAMES B. HENRY CENTER
FOR EXECUTIVE DEVELOPMENT**

The Henry Center is a flexible, well-appointed conference center operated by the Eli Broad College of Business at Michigan State University. With 25,000 square feet of meeting space, advanced technology and expert staff, the Henry Center is the ideal place to host your next meeting.

MICHIGAN STATE
UNIVERSITY



**MEETINGS ARE AS EASY
AS 1 - 2 - 3 WITH OUR DAY
MEETING PACKAGE!**

1. Tell us the size of your group and format of your meeting
2. Tell us your technology and AV requirements
3. Relax and leave the rest to us

THE HENRY CENTER

Since 2001, the Henry Center has established itself as the only dedicated conference center in the region. Our focus is delivering flexibility, service and value to clients, participants and facilitators. An all-inclusive Day Meeting Package allows you to accurately determine meeting, audio-visual, lodging and food costs in advance.

Services and environment designed for distraction-free professional events

Ideal setting for professional meetings with up to 100 conferees

**Day Meeting Package:
One all-inclusive PER PERSON price**

Day Meeting Packages include everything needed to meet your objectives and make planning easy.

- Unlimited use of 29 meeting rooms
- Comprehensive audio-visual equipment
- On-site technology orientation and support

Support services offer private offices, computers and copying in addition to a designated conference planning manager to support your program.

Your guests will be delighted with an extensive luncheon buffet, continuous refreshment services and free, convenient parking.

The Henry Center's dedicated conference space provides a professional environment with user friendly and state-of-the-art technology designed to support successful meeting outcomes.



29 meeting rooms designed to deliver your most productive meeting yet!

We provide dedicated learning space free from the distractions of a hotel-based convention center. Our single-purpose meeting rooms are designed for education and supported by technology, while providing a comfortable and professional environment. The Day Meeting Package includes unlimited use of our 29 meeting rooms, with advanced reservation, allowing you to choose the most appropriate environment to meet your objectives.

Meeting Room Types: All Rooms Include:

- | | |
|--|----------------------------------|
| 4 technology-equipped executive classrooms | Wireless Internet access |
| 21 individual breakout rooms | Comfortable ergonomic seating |
| 3 flexible setup meeting rooms | Hard writing surfaces |
| 1 executive style boardroom | In-room climate/lighting control |
| | Soundproof walls |
| | Swipe card security access |

Enhance your effectiveness with our state-of-the-art technology!

The Henry Center offers knowledgeable on-site support to orient presenters and troubleshoot throughout your event. The Day Meeting Package includes all standard presentation technology needed to meet your objectives.

Computers and Internet

High speed wireless Internet and Ethernet connections
50 Dell Inspiron laptops

Projection Equipment

High resolution LCD projectors
Built-in and portable projection screens
Portable 42" flat screen plasma TV
TV/VCR stands and DVD players

Audio Equipment

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

Standard In-Room Meeting Equipment

Flip charts, markers and stands
Whiteboards—portable and permanent
Extension cords and power strips
Easels and A/V carts

Have attendees who can't make it to the meeting? Bring the meeting to them! Ask about our webcasting & video conferencing capabilities

Save time and money with pre-planned dining services!

The Henry Center provides continuous break service and a daily rotating menu of buffet-style meals. Through the use of our refreshments Commons and dining Atrium, we have put control of event timing back into your hands and have alleviated interruptions and unnecessary staff disturbance. Food and beverage breaks are continuously available throughout the morning and afternoon. Breakfast, lunch and dinner are self-paced with personalized beverage service. Our menus change daily so residential participants will be able to experience a variety of meals during their stay. The Day Meeting Package includes access to these services throughout your event. If you require exclusive dining events, customized menus can be arranged.

Morning Continuous Refreshment Service

Offered from 7:00 to 11:00 am

Complete beverage service
Basket of whole fresh fruit
Assortment of pastries
Bread slices, bagels & English muffins

Luncheon Buffet Service

Offered from 11:30 am to 1:30 pm

Rotating menus daily
Chef's selection of green salad
Three deli salads, including one vegetarian salad
Three entrées, including one vegetarian entree
Two vegetable selections
Chef's selection of starch
Assorted rolls & breadsticks with butter
Two dessert selections
Choice of banquet beverages

Afternoon Continuous Refreshment Service

Offered from 1:00 to 4:30 pm

Complete beverage services
Whole fruit
Three selections of dry snacks
Gourmet cookies & brownies
Fruit & cheese or vegetable crudités with dips
Ice cream treats

Additional Amenities

Save time and money by adding these additional on-site amenities to your master account directly through your Henry Center Event Manager:

- Hotel group room blocks
- Airport shuttle service
- Full-service fitness center and spa services
- Golf outings
- Private or group golf lessons

"The Henry Center makes my job as a meeting planner easy. I know when I am working with them I don't need to worry. Every member of their team consistently provides outstanding service every step of the way!"

— Janelle Manolakoudis, Accident Fund Insurance Company of America

"The location is very nice. The quality of service is exceptional. Having all the AV equipment and service included in our cost made everything more convenient."

— Karen Peacock, Michigan Association for Adult and Continuing Education

