

Day Meeting Package (DMP)

• Ergonomic Conference Rooms • Dedicated Conference Manager • Continuous Refreshment Breaks • Hot and Cold Luncheon Buffet • Business Center/Concierge Services • Learning Tools Package with LCD Projector • Telephone Rooms

Dedicated Conference Manager

A Conference Service Manager is available to assist you with all your meeting requirements, ensuring a successful meeting. The Conference Service Manager is able to respond to the changing dynamics of busy meeting agendas. Our simplified package pricing allows you to organize the program without making any decisions regarding individual banquet meals, pre-selected menus or stipulating specific dining times.

Executive Conference Rooms

Set to your specifications with ergonomic chairs, mounted whiteboards, non-glare work surfaces, pads, pens, chilled bottled water and mints. A meeting tool kit provides all the necessities such as markers, paper clips, stapler, calculator, push pins and much, much more. All conference rooms are reserved on a 24-hour basis. A house telephone is available in all meeting rooms. Telephone rooms provide private space for conference calls and brief meetings. High-speed Internet access, both wired and wireless, and dedicated ISDN lines for teleconferencing can also be available in the conference rooms upon request.

Continuous Refreshment Breaks

Breaks are offered from 7:00am – 5:00pm. Morning service features a grand continental breakfast including freshly brewed coffee, decaffeinated coffee and flavored coffee, specialty teas, sodas, bottled water, assorted juices, assorted yogurts, sliced seasonal fresh fruits, cold cereal and a variety of breakfast pastries and bagels. Afternoon breaks feature freshly baked cookies, whole fresh fruits, sweets and ice cream, along with healthy alternatives. All breaks consider our health conscious guests with low-fat options.

Meals

The DMP includes our hot and cold lunch theme buffet complete with salads, deli platter, action station, and dessert station. Conferees are served in our private dining room. Alcoholic beverages are not included. Private dining and optional food and beverage plans are available upon request and based upon availability for an additional charge.

Business Center / Concierge Services

Our package includes all your business and concierge needs including photocopying, faxing, message service, name tags, secretarial services and more at our centrally located business and concierge desk. We also provide self-service computer stations with Internet access and a laptop station. Transportation and shipping services are also available.

Learning Tools Package

Our learning tools package includes: One wired internet connection, projection screen with a power strip and extension cord, LCD projector, mounted whiteboards and two flip-chart packages. Wireless internet connections are included in the package. Our in-house audio-visual staff is available throughout the day to assist you with additional requirements.

Flexibility

With advance notice, our staff is available to assist you with any special needs, whether it is to add a private breakfast function, upgrade your group to customized theme parties or provide an individually requested kosher meal. All of our packages are designed to offer you and your conferees flexibility in planning.

EZ 2 Book Package Pricing

Everything is included in one ease of booking package price, including service charge. Michigan 6% sales tax will be added to your bill. Packaging helps take the guesswork out of booking a meeting.

THE WESTIN

SOUTHFIELD-DETROIT

1500 Town Center Drive Southfield, MI 48075

Phone: (248) 827-4000 Fax: (248) 827-4002 website www.westin.com/southfielddemc