



The School of Hospitality Business  
Broad College of Business  
MICHIGAN STATE UNIVERSITY

# NAMA EDP: Accelerating Careers for High Potential Leaders

October 21-25, 2018

**Michigan State University**  
The James B. Henry Center for Executive Development  
3535 Forest Road  
Lansing, Michigan 48910

## *Participant Pre-Seminar Information*

### **Contact Person**

Kristin St. Marie, Ph. 517/353-5664, [stmarie@broad.msu.edu](mailto:stmarie@broad.msu.edu)

### **Arrival & Departure Times**

The program kick-off session will be held on Sunday, October 21<sup>st</sup> in the MSU Henry Center from 2:00-5:30 p.m. followed by a reception and light dinner. **PLEASE MAKE EVERY EFFORT TO ARRIVE BEFORE 1:30 P.M.**

The seminar program concludes on Thursday evening at 9:00 p.m. **PLEASE MAKE EVERY EFFORT TO STAY THROUGH THE END OF THE PROGRAM ON THURSDAY AT 9:00 P.M.** See airport directions and driving times below.

## MSU is Tobacco-Free!

Michigan State University's Board of Trustees approved a [tobacco-free ordinance](#) in 2015, a move that went into effect August 15, 2016, as part of an ongoing effort to ensure the MSU community enjoys a healthy campus.



**This new ordinance applies to all property governed by the Board of Trustees and includes not only main campus but also all MSU sites across the state, nation and globe.**

**In addition to traditional tobacco products such as cigarettes and chewing tobacco, the ordinance also prohibits e-cigarettes and vaporizers.** All FDA-approved nicotine replacement therapy products are permitted for cessation use.

Your cooperation with this ordinance is not only required but appreciated. Thank you very much for helping contribute to a healthier community.

## Lodging

We recommend that all participants stay at the Candlewood Suites (an extended-stay hotel directly connected to the Henry Center). All rooms are private, single suite accommodations complete with full kitchen, executive desk, personalized voice mail, telephone, and wireless internet connection. You can make reservations by calling (517) 351-8181 and identify that you are attending the NAMA EDP to ensure you receive the preferred group rate of **\$95.00 for a standard suite and \$135.00 for a one-bedroom suite. The cut-off for the group block is September 20.** Please call the hotel to book your room reservation by September 20, 2018 to ensure there is availability. If you prefer additional hotel options we would be happy to provide a list of hotels within close proximity of the Henry Center.

**Participants are responsible for payment of all lodging requirements and all hotel incidental charges (telephone calls, etc.).** The hotel will take an imprint of your credit card upon registration for this purpose. Accepted payment means include American Express, Carte Blanche, Diner's Club, Discover, MasterCard and Visa.

### Hotel Check-out

Please vacate your room and check-out at the Candlewood front desk by 11:00 a.m. on the day of departure. If necessary, arrangements will be made for temporary luggage storage until your final departure. Taxi service can be arranged through the Candlewood front desk if you give them at least a few hours notice, ideally 24 hours.

## Meals

Continental breakfasts and lunches will be provided in the Henry Center daily. A full breakfast buffet is available for purchase, Monday through Friday 7:00-9:00 a.m., in the Mingles Restaurant of the University Club. Evening offerings will vary between dinner, receptions and "on your own." As a guest of our facility, dining is available at the University Club every evening until 9:00 p.m., except for Sunday and Monday. Lunches will be buffet style with several different hot and cold selections. Be sure to bring a healthy appetite!

Contact Kristin St. Marie at 517-353-5664 or [stmarie@broad.msu.edu](mailto:stmarie@broad.msu.edu), regarding any special dietary requirements.

## Attire

Business casual dress is recommended for daily sessions. Classroom temperatures can vary, so dressing in "layers" is recommended. The class group photo will be taken on Wednesday at 10:00 a.m., you may wish to "dress up" for the photo and more dressy/formal attire is expected for the graduation dinner on Thursday evening.

## Henry Center Facility Amenities

As guests of the Henry Center facility and through a unique partnership arrangement, you will become a member of The University Club of Michigan State University for the duration of your stay. This membership will allow you access to an outstanding private club and various fitness opportunities. You should be given a University Club Card when you check into the hotel. We recommend that you keep this card in your name badge holder along with your name badge. Any charges you personally incur at The Four Seasons Lounge, The University Club of Michigan State University, Forest Akers Golf Course and The University Club Fitness Center and Spa will be posted to your hotel room incidentals account and settled by you on departure either using the credit card you showed at check-in or by another payment means of your choice. Thus, you do not have to worry about paying cash. *If any charges are posted against your account after your departure, your credit card will be charged and an invoice with credit card receipt will be sent to your business address.*

For your convenience, listed below are the various activities and hours of operation for our partners. For some of the amenities, there may be additional fee.

### **Candlewood Suites**

The hotel offers a value priced selection of foods for both snacks and convenience meals (e.g., cans of pop @ 50¢ each.) This is part of the "Candlewood Cupboard" and is an honor system, billed to your room as an incidental or paid in cash at the time of use. In addition, the hotel has facilities

for guest laundry and a 24-hour dry cleaning service. Candlewood Suites is not a “full-service” hotel, but is ideally suited for the executive education program you are attending. Rooms include televisions, VCR players and CD players with a variety of tapes and CDs available for free rental at the reception desk.

### **Computer Connectivity**

All hotel rooms allow Ethernet high-speed and wireless high-speed connection. The Henry Center also has a public area wireless Wi-Fi network installed and connectivity instructions are available from Henry Center staff on arrival. Instructions for connection to a networked printer in the guest services office is also available while you are here.

### **Guest Services Business Center**

The Henry Center has an office for guests of the facility containing internet workstations, laptop printer hook-ups, copier and outgoing fax capabilities. Please see one of the MSU staff if you wish to partake of these services during your stay.

## ***In Case of Illness***

Emergency health services are available at the Michigan State University Clinical Center. Each participant is responsible for his/her own medical bills as medical insurance is not included in the program fee. **Insurance cards are required.**

## ***Recreational Opportunities:***

### **University Club Fitness Center & Spa**

Located near the lower east level of the Henry Center for Executive Development, The University Club Fitness Center & Spa is designed as an exercise and relaxation center with a quality feel for its adult clientele.

Listed below are the many activities that are available for your enjoyment:

- State-of-the-art equipment – featuring two lines of strength equipment, 22 pieces of cardiovascular equipment with 15” televisions and free weights.
- Two group exercise studios, offering a full line of classes.
- Men’s and women’s locker rooms, each with steam, dry sauna and whirlpool.
- Spa services offered in four treatment rooms, with separate men’s and women’s relaxation areas (services available at an additional charge).

### **Hours of Operation:**

Monday – Friday: 5:30 a.m. to 9:00 p.m.

Saturday: 7:00 a.m. to 7:00 p.m.

Sunday: 7:00 a.m. to 5:00 p.m.

**Daily Guest Pass: \$10.00**

## Forest Akers East and West Golf Courses

Considered one of Michigan's premier golfing destinations, this world-class facility offers two 18-hole championship golf courses and a remarkable, nationally ranked 20-acre practice area known as the Golf Center.

Hours of Operations:**	Golfing	Range
Daily	9:00 a.m. to 6:00 p.m.	9:00 a.m. – 6:00 p.m.

\*\* Weather Permitting and available on a cash or credit card basis.

The **Forest Akers Pro Shop** is on Level-C at the east end of the Henry Center. It has a wide range of MSU memorabilia, clothing and souvenirs for sale.

## Travel

The James B. Henry Center for Executive Development, Candlewood Suites hotel and MSU University Club is located on the southwest corner of the Michigan State University campus in Lansing, Michigan.

Taxi service is available from Lansing Capital City Airport to Candlewood Suites/Henry Center and is approximately a 20-minute ride. Besides accessing taxi service upon arrival at the airport you can make reservations in advance with some car services such as the following: <http://www.icablansing.com/>, <https://www.uber.com/cities/lansing/> to travel from the Lansing Airport to the Henry Center. The typical cost of travel by cab from the Lansing Airport to the Henry Center is about \$20.

Driving time from the Detroit Metro Airport is less than two hours. Driving time from Grand Rapids or Flint's Airport is just over one hour. Generally a normal taxi service is not available from these airports to Lansing. However, they each offer variety of car services if you check on the specific airport web-site. Additionally there is a bus service that travels multiple times daily between Detroit Metro Airport and East Lansing, MI (currently \$32/person, a short cab ride away from the Henry Center-approximately another \$15.): <http://www.michiganflyer.com/>. The costs of a typical rental car for the week from Detroit Metro Airport is approximately \$350 (less if paid for in advance) and \$50 for one day rental from Detroit to be returned at the Lansing airport, cab back to Henry Center \$20.

If you are planning to travel by automobile, Lansing is accessible from north/south US-127 and east/west I-96 or I-69. **Free parking** is available at the Candlewood Suites hotel/Henry Center. You will not require an automobile for seminar activities during the week.

## ***Directions to The Henry Center for Executive Development***

Exit #11 US 127/I-496 at the Jolly Road exit (1<sup>st</sup> exit north of I-96 intersection). At the end of the exit ramp go left (east) on Dunckel. At the end of Dunckel, turn left (north) on Collins Road. In approximately one mile, turn left (west) on Forest Road. The Candlewood Suites and Henry Center for Executive Development is located on the immediate right.

### **From Lansing**

#### **Capital City Airport (LAN) <http://www.capitalcityairport.com>**

Drive time to the Henry Center is approximately 20 minutes. Take W. Airport Service Drive east, turn right onto Capital City Boulevard. Turn right onto N. Grand River Avenue. In less than a mile, turn left (south) onto Waverly Road. Follow Waverly southbound for approximately 3 miles. Take I-496 (east) towards Lansing. I-496 east merges with US-127 south. Do not exit at the MSU/East Lansing Trowbridge Exit. Exit #11 US-127 at Jolly Road. At the end of the exit ramp go left (east) on Dunckel. Turn left (north) on Collins Road. In approximately one mile, turn left (west) on Forest Road. The Candlewood Suites and Henry Center for Executive Development is located on the right.

### **From Flint**

#### **Bishop International Airport (FNT) <http://www.bishopairport.org>**

Distance to the Henry Center is 55 miles. At exit of the airport, turn left (west) on Bristol Road. In one mile, merge onto I-69 W towards Lansing. In the Lansing area, **do not take Business 69**, stay with I-69 until you come to US-127. Take US-127 south to Exit #11, Jolly Road (1<sup>st</sup> exit south of the I-496/Trowbridge Road intersection). At the end of the exit ramp go left (east) on Dunckel. Turn left (north) on Collins Road. In approximately one mile, turn left (west) on Forest Road. The Candlewood Suites and Henry Center for Executive Development is located on the immediate right.

### **From Detroit Metropolitan**

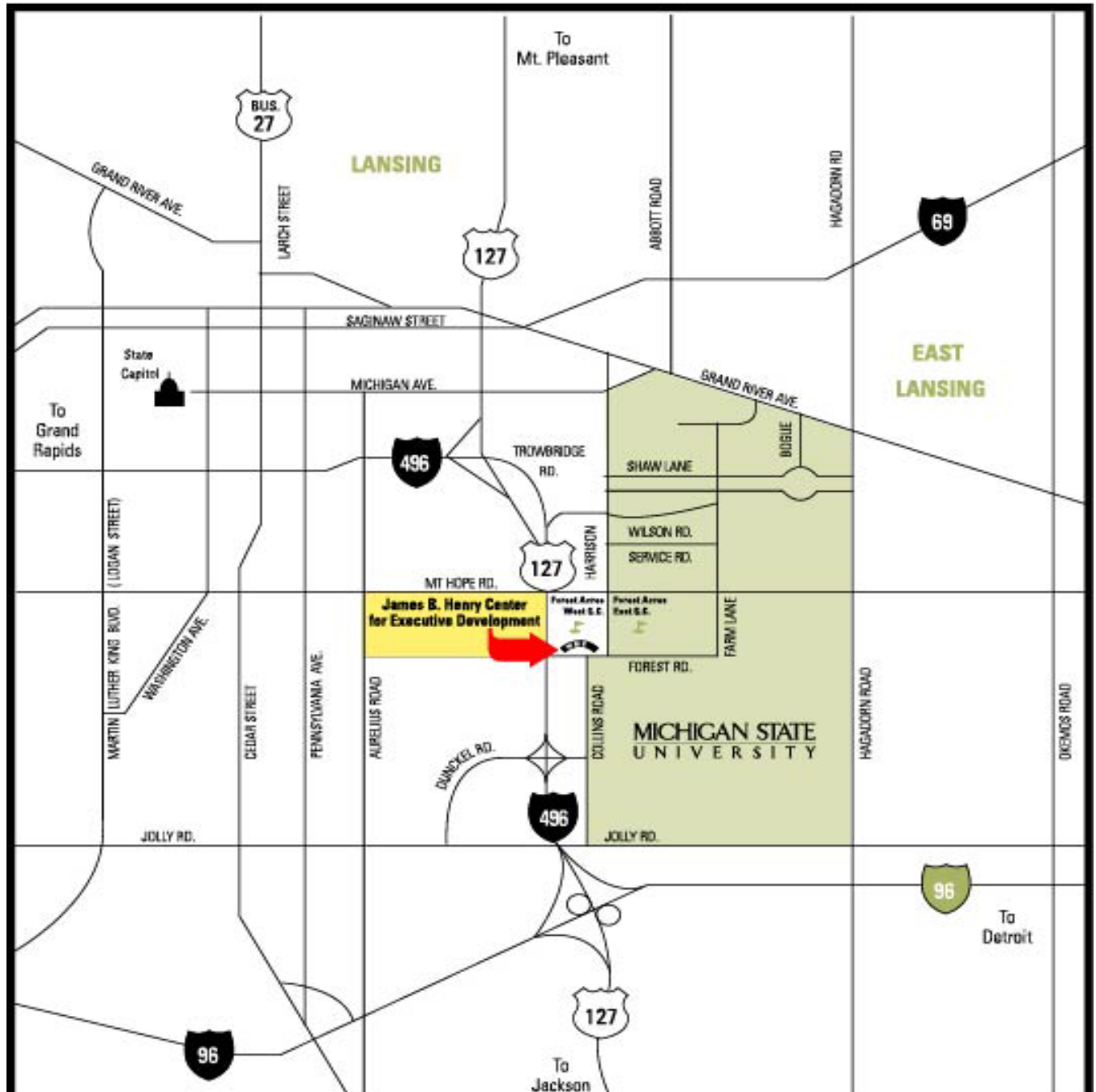
#### **Wayne County Airport (DTW) <http://www.metroairport.com>**

Distance to the Henry Center is 85 miles. Go south out of the airport on John Dingell Drive. Turn right (west) on Eureka Road. Merge onto I-275 N toward Flint. Exit onto I-96 W towards Lansing. Take US-127 N towards East Lansing. Exit #11 US-127 at the Jolly Road exit (1<sup>st</sup> exit north of I-96 intersection). At the end of the exit ramp go east on Dunckel. Turn left (north) on Collins Road. In approximately one mile, turn left (west) on Forest Road. The Candlewood Suites and Henry Center for Executive Development is located on the right.

## From Grand Rapids

Gerald R. Ford International Airport (GRR) <http://www.grr.org>

Distance to the Henry Center is 70 miles. Go west on 44<sup>th</sup> Street/John J. Oostema Blvd. Turn right on Patterson Avenue SE. In 2 miles, turn right on 28<sup>th</sup> Street/MI-11. In less than a mile, merge onto I-96 E towards Lansing. In the Lansing area, stay on I-96 around the west and south side, then take US-127 N towards East Lansing. Exit #11 US-127 at the Jolly Road exit (1<sup>st</sup> exit north of I-96 intersection). At the end of the exit ramp go east on Dunckel. Turn left (north) on Collins Road. In approximately one mile, turn left (west) on Forest Road. The Candlewood Suites and Henry Center for Executive Development is located on the immediate right.





## Local Dining

Listed below are some local restaurant suggestions. There is a book of local restaurant menus and directions at the Candlewood front desk. Make sure you call first to check they are open. Lansing tends to eat early! Aside from the following, there are the usual Applebee's, Damon's, Texas Steak House etc. franchised chains. The area code of all of the following phone numbers is 517.

1. **Stillwater Grill** (349-1500) - Okemos Rd & Jolly Road - 3 miles from Candlewood. Near Exit 110 on I-96. South East from hotel. **Sahara's** (middle eastern cuisine, 347-3770) and **Cancun Mexican Grill** (347-3510) – west of **Stillwater Grill** on Jolly. Other chain restaurant's in area: **Applebee's** and **Cracker Barrel**.
2. Eastwood Towne Center - At Lansing Road exit and west of US-127 freeway 5 miles north from hotel. Several options including **Claddagh's Irish pub** (484-2523), **Bravo Italian** (485-3779), **Champp's Restaurant & Bar** (267-9306), **PF Chang's Chinese** (267-3833) , **Mitchell's Fish Market** (482-3474), **Smokey Bones BBQ** (316-9973).
3. Also at same exit, east of 127 is the **Spartan Hall of Fame Café** (337-4680) and **Applebee's**.
4. Downtown Lansing one particularly good restaurant offering just east of the capital building on Michigan Avenue, the **Nuthouse Sports Grill** (484-6887).
5. East Lansing has the **Harrison Roadhouse** (337-0200) – northeast corner of Michigan Avenue and Harrison Road and **El Azteco** (351-9111) – Mexican student favorite in downtown East Lansing, just north of campus and many other options, but can be student dominated.
6. **Dusty's Cellar** in Okemos (east of Meridian Mall on south side of Grand River) is a very good bistro (349-8680). Many other chain restaurants in this area such as **Olive Garden**, and **Chili's**.