



## EMU–Livonia Welcomes You to the Metropolitan Detroit Area!

Eastern Michigan University–Livonia is a satellite of EMU's main campus in Ypsilanti, Mich. EMU was founded in 1849 as Michigan State Normal School for educators, and is always expanding to meet the training and continuing education needs of professionals. EMU–Livonia was established in May 1999 in order to offer EMU degrees and courses to local residents and to provide training and meeting space to companies.

EMU–Livonia is proud to make available seminar and meeting rooms to businesses and community groups. We have an attractive state-of-the-art facility for your meetings, conferences or training seminars. Whatever your need, one of our 19 rooms including executive board room, computer lab and interactive video conferencing room is sure to be perfect. Housed on the fourth floor of the Cambridge Office Center, our suite is complete with comfortable lobbies and meeting spaces.

Also available is a full range of equipment for your use. Classrooms come standard with overhead projector, pull-down screen, white boards and flip charts. Additional equipment such as televisions, VCRs, laptops and LCD projectors are available for rent.

### EMU–Livonia

38777 W. Six Mile Road  
Suite 400

Livonia, MI 48152

Phone: 734.542.4368

FAX: 734.542.0866

Toll Free: 877.818.4368

[livonia@emich.edu](mailto:livonia@emich.edu)

[www.ce.emich.edu/livonia.html](http://www.ce.emich.edu/livonia.html)

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## Places to Dine

### Six Mile Road/I-275 area

Applebee's Grill & Bar  
 Big Boy  
 Buca di Beppo  
 Cambridge Gourmet  
 Charley's Grille & Coffee House  
 Einstein Bros. Bagels  
 Ground Round  
 Max & Erma's  
 McDonald's  
 Papa Vino's  
 Real Seafood Grill  
 Tim Horton's  
 Wendy's

## Things to Do

### Six Mile Road/I-275 area

- Laurel Park Place Mall
- AMC Theatre at Laurel Park Place
- Tremors Nightclub

### EMU–Livonia is 30 minutes to one hour from these renowned attractions.

- Comerica Park (Detroit Tigers baseball, carousel, Ferris wheel, decade-by-decade baseball museum)
- Detroit Zoological Institute (125 acres of exhibits, fine and performing arts, educational opportunities and animals)
- Fisher Theatre (This 2,089 seat movie house built in 1928, now shows national tours of Broadway productions and concerts)
- Ford Field (Detroit Lions football, concerts, conventions, tradeshows)
- Fox Theatre (seats over 5,000 for movies and concerts)
- Greektown (A small district on Monroe Avenue in Detroit with interesting stores, pastry shops and restaurants with great authentically Greek food)
- Henry Ford Museum & Greenfield Village (the nation's largest indoor/outdoor history museum)
- Joe Louis Arena (Detroit Red Wings hockey, concerts, ice shows, circuses, figure skating exhibitions/competitions, college hockey and championships)
- Meadowbrook Theatre
- Northville Downs
- Second City (an extension of the comedy theatres in Chicago and Toronto, includes a 500-seat venue next to the Fox Theatre)

## Places to Stay

### Livonia Marriott

17100 N. Laurel Park Dr.  
 734.462.3100

The Marriott Livonia is located on Laurel Park Dr. at the intersection of Six Mile and Newburg. While a guest with the Marriott enjoy such features as in room voice mail, indoor pool, exercise room and restaurant.

Rates: Sundays–Thursdays ..... \$199  
 Fridays–Saturdays ..... \$99

### Holiday Inn-Farmington

38123 W. 10 Mile Road  
 248.477.7800

The Holiday Inn is located at the crossroads of I-275, I-696 and I-96, the M-5/Grand River exit. While a guest with Holiday Inn, enjoy such room features as modem port, voice mail, and coffeemaker. Also enjoy the outdoor and indoor pool, exercise room and Crank's 59th Street Pub.

Rates: Sundays–Thursdays ..... \$119  
 Fridays–Saturdays ..... \$99

### Best Western

46999 S. Laurel Park Dr.  
 734.464.0050

The Best Western is located on S. Laurel Park Dr. just west of I-275 and Six Mile. As a guest with Best Western enjoy such features as complimentary morning local newspaper, continental breakfast. All rooms have refrigerators, coffee makers, hair dryers. Standard rooms have 2 double beds, deluxe rooms have one king bed and jacuzzi.

Rates: Sundays–Thursdays ..... \$89  
 Fridays–Saturdays.....\$79 (\$89 for deluxe room)

### Fairfield Inn Detroit–Livonia

17350 Fox Dr.  
 734.953.8888

The Fairfield Inn is within walking distance of the Livonia campus. As a guest with Fairfield Inn you will enjoy such room features as modem ports, voice mail, free local phone calls, complimentary breakfast and USA Today. There is an exercise room and indoor pool.

Rates: Sundays–Thursdays ..... \$119  
 Fridays–Saturdays ..... \$74

### Quality Inn & Suites

30375 Plymouth Rd.  
 Livonia, MI 48150  
 Located between Middlebelt and Merriman  
 734.261.6800

The newly, renovated Quality Inn & Suites is located within 10 miles of the Livonia campus.

Rate: ..... \$59

Other major hotels within a five mile radius include:

### Embassy Suites

734.462.6000  
 Rates: Rate: ..... \$110

### Sheraton

248.349.4000  
 Rates: Sundays–Thursdays ..... \$199  
 Fridays–Saturdays ..... \$109

## Catering

Whether it's beverages, snacks, box lunches or full course meals, EMU–Livonia can customize our catering to your individual needs. We work with both on-site and off-site caterers to ensure your meals are made to order conveniently and within your budget.

For information on catering meals for your event, please call 734.542.4368 or 877.818.4368.

Please note that a guest count is required for catered meals five business days prior to the event. You will be billed according to your advance count.

## Audiovisual Fee Schedule

### Visual

32" TV and VCR on rolling cart  
\$100 per day  
\$25 per hour

Overhead projector with cart  
\$55 per day  
\$15 per hour

Interactive video conferencing  
\$500 per day  
\$300 partial day

### Computer

Laptop with Internet and LCD projector  
\$125 per day  
\$30 per hour

LCD projector with renter's laptop interface  
\$225 per day  
\$40 per hour

### Supplies

Flip charts (regular with pens)  
\$15 per day

Post-it note flip chart pads with pens  
\$25 per day

Photocopies  
.10 per page

Transparencies  
\$1 per page

## Room Fee Schedule

Rooms	Capacity*	Day Rate	Partial Day Rate
405	40 to 60	\$200	\$160
Seminar Room	15	\$140	\$100
408	20 to 30	\$160	\$120
409	28 to 45	\$180	\$140
410	26 to 40	\$175	\$135
411	26 to 40	\$175	\$135
410/411	72 to 85	\$250	\$180
412	40 to 60	\$200	\$160
413	20 to 30	\$160	\$120
414	25 to 35	\$170	\$130
423	40 to 60	\$200	\$160
425	40 to 60	\$200	\$160
427	40 to 60	\$200	\$160
430	25 to 35	\$170	\$130
431	25 to 35	\$170	\$130
432	40 to 60	\$200	\$160
433	20 to 30	\$160	\$120
434	25 to 35	\$170	\$130
Computer Lab	21 stations	\$500	\$300
Interactive TV Conferencing	28 to 45	\$500	\$300
Meeting	28 to 45	\$180	\$140

\*Varies with room set-up

Monday through Friday: 7 a.m. to 9 p.m.  
Saturday: 8 a.m. to 4 p.m.

Rentals include overhead projector, pull-down screen, white board and one flip chart, internet access

Audio/visual equipment available at additional charge

We accept payments via check, moneyorder, Mastercard, Discover and Visa.



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## Policies

Reservations cancelled less than seven days prior to the event date will be charged a cancellation fee of 20 percent of original invoice.

## Materials

EMU-Livonia will accept prepaid shipments of moderate size prior to the event. Please contact the conference manager at 734.542.4368 to arrange for someone to receive the package.

## Messages

Messages will be taken for your party while you are in training.

## Registration

EMU-Livonia will provide a table and chairs for registration purposes. The client must provide material and personnel.

## Responsible Party

The client assumes responsibility and liability for losses, damages, and claims of injury or damages to client's property and the property of EMU-Livonia incurred by the client.

The use of pins, nails, tape, or staples for securing banners and signage to walls is strictly prohibited.

## Smoking

Please appreciate that EMU-Livonia and the Cambridge Office Center are non-smoking areas. Smoking allowed in designated areas outside of the building.

## Special Needs

EMU-Livonia is compliant with state and federal laws for special needs access.

## Telephones

EMU-Livonia is equipped with two phone centers with one phone each. The use of these phones requires a dial out access number.

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