

Corporate Meeting Services

SMU-in-Plano offers you and your company:

- A distraction-free, academic environment where your group can accomplish more
- An easy-to-reach location in the heart of the Legacy Business Park with ample free parking
- More than 30 diverse rooms that can accommodate groups from 10 to 350, set any way you wish
- Very competitive meeting room rental rates designed to stretch your budget
- Flexible catering options that allow you to use our preferred vendors or yours
- A seamless administrative process with a single point-of-contact from booking through billing
- A first-rate facilities staff who provide unparalleled customer service
- Affordable state-of-the-art technology and on-site support, plus free wireless internet throughout



Flexible Meeting Space at SMU-in-Plano

A change of scenery will boost your productivity and creativity. By holding an off-site meeting at SMU-in-Plano, you and your colleagues can escape the confines of your company without having to travel very far – and you'll be amazed at what you can accomplish! Whether it's a team meeting, training program, or high-level strategy session, we offer you a distraction-free, academic environment where our flexible and affordable meeting rooms can accommodate groups both large and small. We welcome business and community organizations whose activity is compatible with SMU's educational and training mission.

Boardrooms and Breakouts

Our campus offers a variety of small meeting rooms for 5 to 20 that can be used for a host of activities, including boardroom meetings, breakout sessions, private meal functions and hospitality suites. Some rooms have fixed conference tables whereas others have movable furniture to accommodate custom set-up arrangements, including technology and other equipment.



Meeting and Training Rooms

For groups of 10 to 60, there are a number of larger meeting and training rooms from which to choose. Whatever your requirements, rooms can be set in a variety of configurations including classroom-style, u-shape, hollow square, rounds or rectangles, or pods (6 per table). Rooms can also be outfitted with whatever technology or equipment you may need.



Tiered Classrooms

There are four multi-level platform rooms, with fixed tables and chairs for 55 to 60 participants, that are ideal for high-impact training, educational sessions, and computer training with personal or rental PC's. Used in the evenings by the Cox School of Business to deliver their Professional MBA program in Collin County, these rooms offer instructor podiums with built-in PC's and laptop interface, and ceiling projection systems.



Meeting Room Configurations

Building & Room	Square Feet	Tiered Room	Board Room	Class Room	U-shape	Hollow Square	Pods (6)
1-127	952			30	20-25	30	4
1-129	952			30	20-25	30	4
1-131	1192			40	25-30	30	5
3-103	4582			175	30+	40	10+
3-130	953			30	20	25	4
3-202	2170			70	25	30	6
3-208	1205			32	20	25	4
3-210	1934			60	25	30	10
3-222	1190			40	25-30	30	5
3-224	744			20	17	20	3
4-100	1590	60					
4-101	512		17	20	17	17	
4-102/104	1355/494			50	25-30	30	7
4-107	512		17				
4-110B	303		15				
4-114	940			32	25	32	5
4-118	742			20			5
4-120	1360	60					
4-122	1590	60					
4-202	786			25	20	25	3
4-204	710			25	20	25	3
4-206	501			20	17	17	3
4-208	794			25	20	25	3
4-210	926			30	20	25	5
4-212A	419		15				
4-212B	691			25	20	25	3
4-214	728			20	15	20	3
4-216	807			30	20	25	4
4-217	215					8	
4-218	418			15	10	10	
4-226	1013			30	25	30	4
4-228	951			25	20	25	4
4-230	1180	55					
4-236	249		8				

Special Event Rooms and Services

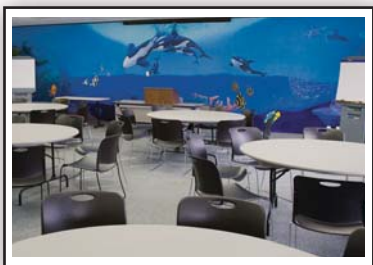
The Great Room

This is our most versatile and flexible room which can accommodate up to 350 in a wide range of settings. It has been used for receptions, buffets and sit-down meals as well as for keynote sessions, small exhibits, town hall meetings, ceremonies and graduations. With the addition of staging, foliage, signage and other decor, the room can be customized to meet your needs and transformed into a special spot for any business occasion. (Room 3-103)



The Oasis

This private, second-floor hideaway can handle up to 150 for theater-style meetings or smaller groups for other activities such as teambuilding, strategy sessions or social functions. Light and airy with windows on two sides, this corner room features two colorful murals that create a fun and relaxing backdrop for learning and thinking "outside the box." (Room 3-202)



The Gathering Room

This multifunctional corner room, with two walls of windows, provides a more intimate setting for groups of 20 to 120, depending on the nature of the event. Whether a training program, meal function or special reception, this first-floor space offers an array of options, including efficient working lunches for companies that want to "meet and eat" in the same area. (Room 4-102/104)



Building & Room	Square Feet	Banquet	Theatre	Reception
3-103	4582	245	350	300
3-202	2170	84	150	120
4-102/104	1355/494	70	120	100

Client Support

Perhaps the best part about meeting at SMU-in-Plano is the personal and friendly service you'll receive. Our on-site staff strive to deliver exceptional meeting and technical support to ensure the success of your event from start to finish. We can even handle last-minute bookings if you are in a bind.

Technology and Equipment

All meeting rooms at SMU-in-Plano feature wireless internet, and most offer overhead LCD projection, built-in screens and whiteboards. Other equipment including speaker systems, TV/DVD/VCR, conference phones (Polycom), flipcharts and other items are readily available at reasonable rates.

Catering Choices

Meeting planners have complete control in arranging their own food and beverage functions. From coffee service and snacks, to full meals and receptions, you are free to choose your own caterer, or we can provide a list of local vendors. To simplify things, however, we suggest you tap into the expertise of our preferred caterers who have extensive experience working throughout our campus.



**To reserve a meeting room,
call 972-473-3406**

"We have found that SMU-in-Plano has been a good location to conduct both regular group meetings and one-time events. The facility is conveniently located with good meeting support including A/V, internet connectivity, and many catering alternatives. There is a wide range of room sizes and configurations available to suit various meeting needs."

A Legacy Park Corporate Client



www.SMUplano.com

Conveniently located about a mile south of the intersection of HWY 121 and the Dallas North Tollway, SMU-in-Plano sits in the shadows of the corporate headquarters of Hewlett-Packard, J.C. Penney, Frito-Lay, Pizza Hut, Rent-A-Center, and several others. Originally the training facility for EDS (now HP), the campus is set on 16 landscaped acres and consists of four buildings and nearly 200,000 square feet of space — some of which is available for rent by companies seeking a distraction-free, academic environment to hold productive and cost-effective meetings and events.



5236 Tennyson Parkway
Plano, Texas 75024



Client Feedback...

"We love the atmosphere and environment of SMU's Plano location."

"The friendly staff is always very easy to work with and makes setting up off-site meetings a breeze."

"Great value, reasonable cost, clean facility, and great staff."

"The prices are very reasonable so we stay within our budget."

"Great support from the staff which makes our events successful and comfortable."

"Excellent facilities at an affordable price in an excellent location. The customer service and support provided go above and beyond!"

"The various meeting rooms always fit our needs, and the room set-ups and equipment are always as requested."

"The meeting coordinator follows up quickly whenever I have a question and is very accommodating with any last-minute changes."

"Location is easy to find and very accessible. Parking is never an issue and it is always complimentary."

"The facilities have the amenities we need, and we love the staff."

"We will continue to use the Plano campus for years to come."

"HP's Sales Development Program (SDP) continues to find the experience with SMU-in-Plano a positive one. The facilities meet the needs of the program and the staff has been very helpful. They took the initiative to become familiar with our event and accommodated our needs before, during and after the programs. Putting on successful training sessions is hard work, but all the people we work with at SMU make our job easier and fun at the same time. We would highly recommend both the facility and the staff."

Barbara Lewis
HP SDP Logistics Coordinator



**For personal assistance, please contact
our on-site customer service team:**

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