

# Day Meeting Package (DMP)

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Grand Continental Breakfast • Conference Rooms on a 24-hour Basis • Dedicated Conference Planner • Continuous Refreshment Breaks • Hot and Cold Luncheon Buffet • Business/Concierge Services • Technology Tools Package with LCD Projector • Telephone Rooms • Recreation Services

## Dedicated Conference Planning Manager

Available to assist you with all your meeting requirements, ensuring a successful meeting. 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 eighteen -hour chairs, tackable walls, non-glare work surfaces, pads, pencils, ice water and candies. 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. In-house telephone available for local calling. Telephone rooms provide private space for conference calls and brief meetings. High-speed Internet T1 access 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, whole fresh fruit, assorted yogurts, sliced seasonal fresh fruits, cold cereal and a variety of breakfast pastries and bagels. Afternoon theme breaks feature 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, cooking station, and dessert station. Alcoholic beverages are additional (\$). Private dining and an optional food and beverage plan are available upon request and availability (\$).

## Business / 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, FedEx services, shipping and handling are also available (\$).

## Technology Tools Package

Our learning tools package includes: overhead projector, microphone, projection screen, LCD Projector, 35-mm slide projector with remote, VCR, monitor, two flip-chart pads and a whiteboard. Our in-house audio-visual staff is available throughout the day to assist you with additional requirements (\$).

## Recreation & Fitness

Let your attendees relax and unwind after their business day. Amenities include complimentary use of the on-property Boston Sports Club featuring indoor tennis, an Olympic size indoor swimming pool, cardiovascular and weight training, sauna and whirlpool. Don't forget to offer them the Link by Sheraton featuring complimentary wireless connectivity and beverage and snack service in a cozy, living room atmosphere.

## Flexibility

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.

## Ease of Booking Package Pricing

Everything is included in one ease of booking package price, including service charge, Massachusetts sales and occupancy taxes will be added to your bill. Packaging helps take the guesswork out of booking a meeting. We can modify packages to fit any conference agenda.

