



**MOTLOW STATE**  
COMMUNITY COLLEGE

SACSCOC On-Site Committee Visit

October 3, 4, 5, 2017

**Committee Member Travel and Special Arrangements Information**

Name/Title Preference:

Institution:

Telephone:

Email:

**Person to Notify in Case of Emergency**

Provide a name and telephone number for both day and evening.

Name:

Day Telephone (include area code):

Evening Telephone (include area code):

**Transportation**

Indicate your mode of transportation. If you are flying, we will make arrangements for local transportation from the airport to the hotel.

\_\_\_\_\_ I will be flying (Complete details on pages 1 and 2)

\_\_\_\_\_ I will be driving

\_\_\_\_\_ I will need instructions and maps

Arrival Date:

Estimated Time of Arrival:

I will fly into \_\_\_\_\_ (name/location of airport)

**Arrival Information**

Airline:

Flight Number:

Arrival Date:

Arrival Time:

**Departure Information**

Airline:

Flight Number:

Departure Date:

Departure Time:

**Lodging Accommodations**

Your lodging reservation is already confirmed at the Holiday Inn Express in Tullahoma, Tenn.

Your confirmation number is \_\_\_\_\_.

**ADA Accommodation**

If you could benefit from or require ADA accommodations at the hotel and/or on the campus, please advise.

**Dietary Needs**

Dietary Preferences:

Food Allergies:

Special Snacks/Treats and Brand Preferences, such as

Chips

Crackers

Nuts

Fruit

Sweets

**Technology**

The Holiday Inn Express and Motlow State Community College have high-speed internet and Wi-Fi. Printers, copiers, shredders, and office materials will be provided in both workrooms.

\_\_\_\_\_ I request that Motlow State provide a computer for me

\_\_\_\_\_ I will bring a laptop computer with me. If so, please answer the following questions.

What is the make and model and manufacturer of the computer:

What is the operating system:

What is the Word processing program and version:

What software packages are needed:

What peripherals or accessories are needed:

Regarding cell phones, the College can provide phone chargers. To reserve one, give us the type and model of your phone.

**Additional Considerations**

If you have additional concerns or suggestions, please communicate them with us.