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 Accommodations**

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.