

**5th BIENNIAL INTERNATIONAL BUSINESS INSTITUTE FOR
COMMUNITY COLLEGE FACULTY**

10-15 May 2003

Michigan State University, East Lansing, Michigan

GENERAL INFORMATION FOR PARTICIPANTS

ACCOMMODATIONS

All institute activities will be held at the Kellogg Hotel & Conference Center (<http://www.hfs.msu.edu/kellogg/>) on the MSU campus. Participants will be housed at the Kellogg Center in single rooms with bath. The accommodations are similar to those of a university-managed hotel.

Reservations have been made for all participants for Saturday through Wednesday evenings. We have arranged for a late checkout on Thursday at 1:00 pm. Please adhere to this checkout time, as these rooms need to be prepared for a new group coming in. If you need additional reservations outside the Saturday night through Wednesday night ones already made, please indicate this on your travel reservation form and send to us as soon as possible.

The telephone number for the Kellogg Center is (517) 432-4000. Once you check in you will have your own telephone number.

MEALS

Conference fee includes room accommodations for the participant for the evenings of May 10-14, welcome reception on Saturday evening, continental breakfast and lunch Sunday through Thursday and dinner on Wednesday evening (for Institute participants ONLY).

For the dinners that are not included in the conference fee, we will provide a few options that you can sign up for during registration. These dinners will be at your own expense but will give you a good opportunity to network with other participants.

TRANSPORTATION

Shuttle service will be provided to participants who will arrive at Lansing's Capital City Airport on Saturday, 10 May 2003 from 10:00 am - 8:00 pm. Please make sure you have faxed the attached travel sheet to us that includes your flight number, arrival date and time. Please look for a sign indicating MSU 2003 IB Institute for CC Faculty in the baggage claim area. If you arrive at other times, taxi service is available. There are phones in the baggage claim area for Spartan and Yellow cab service. East Lansing and The Kellogg Center are 15-20 minutes from the Lansing Airport.

If you are arriving at Detroit Metro Airport, rental cars and limousine services are available. The limousine service runs about \$115 each way. Lansing Limousine's number is (517) 349-4300 and Grand Limousine's number is (517) 371-1940. You will also find rental cars available at the airport. It is approximately a 1-½ hour drive from Metro Airport to East Lansing.

If you drive to MSU or if you rent a car at the airport, there is a parking ramp adjacent to the Kellogg Center. Parking is free to Kellogg Center guests. Please obtain validation of your parking ticket at the hotel desk. If you indicate on your Travel Form that you are driving, a map will be sent to you.

REGISTRATION

Registration takes place at the Kellogg Center from 3:00pm – 6:00 p.m. on Saturday, 10 May 2003 at the conference desk, which is located next to the hotel check-in desk. You will receive a binder of materials upon registration.

ATTIRE

Casual informal attire (slacks and sports shirts for men; slacks or skirt and blouse or casual dresses for women) is suggested for all sessions and social events. You may wear business attire for the dinners if you wish. The hotel conference rooms tend to be on the cooler side so bring a jacket or sweater to keep you from getting cold. Please plan to be comfortable. Bring swimwear and exercise clothing if you wish to use the pools and workout rooms on MSU campus. MSU is a very large and beautiful campus, so bring comfortable shoes for walking.

WEATHER

May is a beautiful, warm, late spring month in East Lansing where temperatures average around 60-70 degrees. Rainfall is limited to only a few days during the month of May.

If you have any questions regarding the Institute, please contact Beverly Wilkins at (517) 353-4336.