

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

10-15 May 2003

Michigan State University, East Lansing, Michigan

TRAVEL INFORMATION AND PARTICIPANT CONFIRMATION FORM

Your Name: _____

Institution: _____

Preferred name for nametag: _____

Signature below indicates your acceptance to attend the entire 2003 International Business Institute for Community College Faculty on 10-15 May 2003 to be held at Michigan State University. Information regarding your payment and other important information will be sent to you once we have received this signed travel information and confirmation form.

Date Signature

Arrival Date: _____ Arrival Time: _____

Departure Date: _____ Departure Time: _____

Method of Travel (please circle one): Airplane Auto (a map will be sent to you)

If by Airplane:

Airline: _____ Flight #: _____ Arrival Locale: Lansing or Detroit

Airline: _____ Flight #: _____ Departure Locale: Lansing or Detroit

Hotel Accommodations: Number of people staying in guest room _____

Additional nights stay needed: (current reservations are for Saturday, May 10 – Wednesday, May 14)

_____ Yes _____ No List additional dates needed _____

(Please note that the conference registration fee covers room cost for the conference participant only during the program dates. The registration fee will not cover any other expenses, such as additional night stays, additional people, and incidentals.)

Circle One: Visa MasterCard American Express Discover Diners Club

Credit card number: _____

Name on credit card: _____

Expiration: _____

Signature: _____

Please fax to: Bev Wilkins at 517-432-1009 by Monday, March 31, 2003

Thank You!