



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 20, 2001

TO: Global Education Conference Participants

FROM: Elizabeth Isler

SUBJECT: Hotel Accommodations

Hotel confirmation numbers and name badges can be obtained at the Conference Registration desk. This desk will be located in the Imperial Prefunction I area of the Sheraton Hotel. Sleeping room accommodations will be at the Sheraton, Research Triangle Park, (919) 941-5050 or the Comfort Suites, Research Triangle Park, (919) 314-1200. Hotel room charges for two nights ***only*** will be billed to a master account. ***All*** other incidentals will be your responsibility.

Should you find that you are unable to attend after today, please notify me at (919) 733-7051 or e-mail me at islere@ncccs.cc.nc.us. If the room is not cancelled by 4 p.m. on the day of expected arrival, then the expense will be that of the person to whom the room is listed and cannot be taken from State funds.

Please provide this information to the team at your college that is scheduled to attend the conference on March 5-7, 2001.

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