

**JAMES MADISON UNIVERSITY  
SACSCOC ON-SITE REAFFIRMATION COMMITTEE  
MEMBER INFORMATION FORM**

---

**Committee Member Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alternate Phone (if desired): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred Communication Method: \_\_\_\_\_

***TRAVEL ARRANGEMENTS***

- I will fly. (JMU will provide transportation from and to the airport.)
  - Airline \_\_\_\_\_
  - Airport \_\_\_\_\_
  - Arrival Flight Number, Date and Time \_\_\_\_\_
  - Departure Flight Number, Date and Time \_\_\_\_\_
  
- I will drive.
  - Estimated Arrival Date and Time \_\_\_\_\_
  - Would you like us to send you a map and directions to the hotel? \_\_\_\_\_

All transportation will be provided while in Harrisonburg.

***COMPUTING NEEDS***

Will you be bringing a personal laptop?

- Yes. Mac or PC? (Please circle one)
- No

JMU will provide a laptop computer for those not bringing a personal laptop. This computer will have wireless internet capability for use on-campus and at the hotel, and it will be equipped with Windows 7, Adobe Reader, and Microsoft Office 2010.

JMU will provide all committee members with USB drives that connect through a USB port.

***DIETARY NEEDS***

Do you have any dietary restrictions? Please include all food allergies, medical dietary restrictions and religious or moral dietary restrictions.

---

---

---

---

Do you have any dietary preferences?

---

---

***LODGING AND ACCOMMODATIONS***

Holiday Inn Harrisonburg

1400 East Market Street

Harrisonburg, VA 22801

Phone 540-433-2521

Fax 540-434-7693

Website: <http://www.holidayinn.com/hotels/us/en/harrisonburg/hbrem/hoteldetail>

Hotel accommodations expenses will be paid by JMU.

Do you have any other needs we should be aware of to help make your stay more comfortable while visiting James Madison University? Please include accessibility and mobility needs.

---

---

---

---

Please email or fax your completed form to Cindy Chiarello at [grovecg@jmu.edu](mailto:grovecg@jmu.edu) or 540-568-5714.