



TEAM MEMO

TO: The Evaluation Team for SAMPLE University, Pompano, FL

FROM: Ms. Terron King, Assistant Manager

DATE: May 26, 2009

SUBJECT: Scheduled Site Visit – June 1-3, 2009

I would like to thank you for agreeing to serve on the evaluation team for Sample University, Pompano, Florida. We will be conducting a new grant of accreditation visit. You will receive a copy of the Self-Study, an Update Report, and a current catalog directly from the institution.

We are staying at the Fort Lauderdale Marriott North located at 6650 North Andrews Avenue, Fort Lauderdale, FL 33309. The telephone number is (954) 771-0440. Reservations have been made in each of your names and are guaranteed for late arrival. Please call the hotel directly to make any changes to your reservation.

<u>Name</u>	<u>Arrival Date</u>	<u>Departure Date</u>	<u>Confirmation #</u>
Evaluator 1	5/31/2009	6/3/2009	831644170
Evaluator 2	5/31/2009	6/3/2009	831652640
Evaluator 3	5/31/2009	6/3/2009	831669070
Evaluator 4	5/31/2009	6/3/2009	831673360
Evaluator 5	5/31/2009	6/3/2009	831677270
Evaluator 6	5/31/2009	6/3/2009	83167900 0
Evaluator 7	5/31/2009	6/3/2009	831682830
Evaluator 8	5/31/2009	6/3/2009	831685070
Staff	5/31/2009	6/3/2009	83169139 0

Please plan to meet in the hotel lobby no later than 6:00 p.m. on Sunday, May 31, 2009. We will have a team meeting to be followed by dinner. Please plan your departing flight after 7:00 p.m. on the last day of the visit to ensure that we are not rushed for time. Please confirm your travel plans with me via e-mail at tking@acics.org.

Attire for each day we are at the institution is business professional. Men should wear a jacket and tie; ladies should wear dresses, suits, or pant suits. If you need a copy of the Evaluation Report Templates; you may download them from the Evaluators Menu of the ACICS Web site by clicking on "Evaluators" on the home page.

Again, I appreciate your service to ACICS. Please call me if you have any questions. I will see you in Florida.