



DON'T LEAVE HOME WITHOUT THEM:

WORK MATERIALS

- _____ Self-Study
- _____ Evaluation Procedures and Guidelines
- _____ Accreditation Criteria
- _____ Laptop
- _____ Floppy disk/CD Rom

FLIGHT / ACCOMODATION INFORMATION

- _____ Visit and Team Memos (*hotel location, reservation confirmation number, team telephone numbers, ACICS office telephone number*)
- _____ Plane ticket/E-ticket confirmation
- _____ Photo ID

PERSONAL

- _____ Suit and tie (for men)
- _____ Business attire (for women)
- _____ Credit Card (always have one)
- _____ Cash (always have some)