**From:** XXXX XXXX

**Sent:** Saturday, October 17, 2015 9:29 AM

**To:** XXXX@XXXX.edu; XXXX@XXXX.edu

**Cc:** XXXX XXXX

**Subject:** FW: Email for Dr. XXXX XXXX and Mr. XXXX XXXX

**Attachments:** Meal Information.docx

Hello Dr. XXXX and Mr. XXXX;

We are looking forward to your visit here at Isothermal Community College, which is just a little more than one week away. Here are some final travel details for your visit. My records show that you will be arriving at Charlotte Douglas International Airport at 2:58 pm and 3:21 pm (respectively) on Sunday 10/25/15. Dr. XXXX, I have you on Delta flight #1380, and Mr. XXXX, I have you on American Airlines flight #5032. Please let me know if that is not correct.

Mr. XXXX XXXX and Mr. XXXX XXXX, employees here at Isothermal Community College, will be at the airport to provide you a ride to the hotel. Look for XXXX at the bottom of the escalators that lead down to the baggage claim area. His cell phone number is 828‐XXX‐XXXX if you need to contact him.



You will be staying at the Holiday Inn Express. Your room has been reserved in your name. I have attached some information about the meals that we have arranged for your trip.

If you have any questions or concerns regarding your flight/pickup arrangements, feel free to contact XXXX

XXXX, Instructor/Host Committee Member, at any time. Her cell phone is 828‐XXX‐XXXX.

I will be staying at the Holiday Inn Express hotel as well. Have a save trip and we look forward to meeting you. XXXX XXXX,
SACSCOC Liaison