



MULTISTATE TAX COMMISSION

*Maximizing the synergies of multi-state tax cooperation*

**Statistical Sampling for Sales and Use Tax Audits  
Atlanta, Georgia  
November 17-20, 2014**

Please wait to make air travel arrangements until you have final registration confirmation from the MTC.

Course Location

Georgia Department of Revenue Southmeadow Facility  
4125 Welcome All Road  
Atlanta, GA 30349

This is approximately 6 miles west of the Hartsfield-Jackson Atlanta International Airport.

Hotel Information

There is no room block established for this event; however, the following hotels are approximately two miles from the course location.

Hampton Inn & Suites Atlanta Airport West/Camp Creek Pkwy  
3450 Creek Pointe Drive, East Point, Georgia, 30344

<http://hamptoninn3.hilton.com/en/hotels/georgia/hampton-inn-and-suites-atlanta-airport-west-camp-creek-pkwy-ATLCPHX/index.html>

Phone: 1-404-344-4474

Courtyard Atlanta Airport West  
3400 Creek Pointe Drive, East Point, Georgia 30344

<http://www.marriott.com/hotels/travel/atlcw-courtyard-atlanta-airport-west/>

Phone: 1-404-344-4414

Students are responsible for transportation from their hotel to the training facility; however, both of these hotels have indicated that they have shuttle service available to the Atlanta Airport and to businesses within a 5-mile radius of the hotels.

See Computer Requirements on Page 2

### Computer Requirements

Each participant is required to have a windows compatible laptop computer with the following attributes:

- 1) Windows 7, Vista, XP (or Windows 98) operating system
- 2) Be able read electronic files by either an external flash drive using an available USB port or CD disk (at the class site)
- 3) Be able to copy files onto the hard drive from an external CD or flash drive (at the class site)
- 4) Office 97, 2000, 2003, 2007 or 2010 installed with Excel up and running
- 5) Ability to use VBA macros in Excel (VBA must be enabled in MS Office)
- 6) Ability to change the security level of macros in Excel (the student/user - not just the administrator - must have the rights to change security levels to enable use of custom written macros)

Approximately two weeks prior to the course, we will send MTC Sampling Software to students on a CD. This software should be installed prior to the start of the course. The CD will be sent to the "mailing address" from your registration form; if you have other mailing instructions, please let us know.