



MULTISTATE TAX COMMISSION

*Maximizing the synergies of multi-state tax cooperation*

## **Course and Hotel Information**

### **Statistical Sampling for Sales and Use Tax Audits October 15-18, 2013 in Wheat Ridge, Colorado (Denver area)**

#### Course Location

Police Training Room  
Wheat Ridge City Hall, Second Floor  
7500 W. 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033

#### Hotel Information

There is no room block established for this event; however rooms may be available at

Holiday Inn Express Wheat Ridge-Denver West  
10101 W 48th Ave.  
Wheat Ridge, CO 80033  
(303)424-8300

[www.ihg.com/holidayinnexpress/hotels/us/en/wheat-ridge/denwr/hoteldetail](http://www.ihg.com/holidayinnexpress/hotels/us/en/wheat-ridge/denwr/hoteldetail)

This hotel is about three miles from the course location.  
Students are responsible for transportation from their hotel to the training facility.

#### 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.