



ARcounties Continuing Education  
1415 West Third St.  
Little Rock, AR 72201  
(501) 372-7550 • Fax: (501) 372-0611

April 6, 2017

## MEMORANDUM

To: Arkansas County Treasurers  
From: Karan Skarda, ACE Program Coordinator  
Re: June 7-9, 2017, Continuing Education Conference

Your Arkansas County Treasurers Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, June 7 - 9, 2017. The conference will be held at the **Holiday Inn Express, Searcy/White County**.

To reserve your room, please call the Holiday Inn Express (501-279-9991) and ask for the Arkansas Treasurers Association rate of \$91.00 single or double occupancy, plus tax. Breakfast is included in the room rate. Please make reservations now to ensure your group's rate. The deadline for room reservations at the Holiday Inn is May 24, 2017.

To register for this conference, please complete the attached registration form. You may also share this information with staff who can benefit from this training. Please complete a registration form for each participant attending the conference. The deadline for conference registration is May 24, 2017.

For additional information, feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto:kskarda@arcounties.org). I look forward to seeing you in Searcy.

**Reimbursement:** The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the Treasurer's Continuing Education Fund administered by the Auditor of State's Office. Contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474 for additional information.

Expenses:

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county at \$91 single or double occupancy plus tax - Wednesday, June 7 & Thursday, June 8
Dinner:	Wednesday, June 7, reimbursed up to \$25 with receipt
Dinner:	Thursday, June 8, Association Dinner, non-reimbursable
Breakfast:	Included in room rate
Breaks:	As required, direct billed
Speakers:	As required, direct billed
Audio Visual:	As required, direct billed
Transportation:	As required, direct billed
Incidentals:	As required, direct billed

**REGISTRATION FORM**

**Arkansas County Treasurers Continuing Education Conference**

**June 7-9, 2017**

**Holiday Inn Express**

**3660 Ferren Trail**

**Searcy/White County**

**Phone Number: 501-279-9991**

**Return registration form/forms by May 24, 2017 to:**

Association of Arkansas Counties - ACE Program

Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201

501-372-7550 phone 501-372-0611 FAX

Email: [kskarda@arcountries.org](mailto:kskarda@arcountries.org)

Name (as it should appear on official records): \_\_\_\_\_

Title: \_\_\_\_\_ County: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Years in office: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Please complete a registration form for each participant.**

**DINNER - THURSDAY, JUNE 8**

\_\_\_\_\_ **I will attend the group dinner**

\_\_\_\_\_ **Number of guests that I will bring to group dinner**

\_\_\_\_\_ **I will not attend the group dinner**