



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

April 25, 2017

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: June 14-16, 2017 Continuing Education Conference

The Arkansas Circuit Clerks Continuing Education Board has approved plans for your upcoming conference to be held June 14-16, 2017.

The newly renovated, Hotel Hot Springs & Spa, is located at 305 Malvern Ave., Hot Springs/Garland County. To reserve your room, call the **HOTEL HOT SPRINGS & SPA** toll-free at 877-623-6697. Please request the **Circuit Clerk group rate of \$112.00* single; \$122.00* double; \$132.00* triple & \$142.00* quad occupancy** *plus applicable taxes. Breakfast is included in the room rate. **The deadline for group room reservations is May 15, 2017.** Reservations made after the deadline will be at the best available rate.

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 individual attending the conference. **The deadline for conference registration is June 1, 2017.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org.

Reimbursement: The following expenses will be submitted for approval by the Continuing Education Board to be paid from the Circuit Clerks Continuing Education Fund administered by the Auditor of State's Office. For additional information concerning reimbursement, contact Melanie Jenkins at 501-682-5474.

Expenses to be approved:

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county for the nights of June 14 & 15. \$112.00 Single* \$10.00 each additional person + Tax.
Additional Room Night:	Executive Board Members: night of Tuesday, June 13
Dinner:	Executive Board Members: night of Tuesday, June 13: up to \$25 reimbursement w/receipt
Lunch:	Executive & Continuing Education Board Members: Wednesday, June 14: up to \$10 reimbursement w/receipt
Dinner:	Up to \$25 reimbursement w/receipt for Wednesday, June 14
Breakfast:	Included in Room Rate
Lunch:	June 15, as required, direct bill
Dinner:	Association Dinner
Breaks:	As required, direct bill
Speakers Fee/Expenses:	Direct Bill and/or Reimburse AAC
AV:	As required, direct bill
Meeting Rooms:	As required, direct bill
Incidentals:	As required, direct bill
Transportation	As required, direct bill

REGISTRATION FORM

**Arkansas Circuit Clerks Continuing Education Conference
Hotel Hot Springs & Spa
305 Malvern Ave.
Hot Springs/Garland County**

Please complete a registration form for each participant.

Return registration form/forms by June 1, 2017 to

ACE Program

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

FAX 501-372-0611 Email: kskarda@arcountries.org

Name (as it should appear on official records): _____

Title: _____ County: _____

Office Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Years in office: _____

Signature: _____



Association Dinner – Please check one

___ I WILL attend dinner.

___ I WILL NOT attend dinner.

___ Number of guest/spouse attending dinner.

**Please note, if you do not attend the Association Dinner, dinner will be on your own and non-reimbursable.