



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

May 10, 2017

## MEMORANDUM

To: Arkansas County Collectors  
From: Karan Skarda, ACE Program Coordinator  
Re: June 21-23, 2017, Continuing Education Conference

The Arkansas County Collectors Continuing Education Board has approved plans for your upcoming conference, to be held June 21-23, 2017. The conference will be held at the **Winthrop Rockefeller Institute, 1 Rockefeller Drive, Morrilton/Conway County.**

You may begin making room reservations for this conference on May 10<sup>th</sup>. To reserve your room, please call the **Winthrop Rockefeller Institute at 501-727-5435. Please use CODE 77777 when making reservations.** The County Collectors' negotiated group rate is up to \$99. plus, applicable taxes.

To register for this conference, please complete the attached registration form. Please share this information with staff who can benefit from this training as well. Please complete a registration form for each individual who plans to attend the conference. **The deadline for conference registration is June 14, 2017.**

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 at the **Winthrop Rockefeller Institute on Petit Jean Mountain.**

The following expenses will be submitted for reimbursement from Arkansas County Collectors Continuing Education Fund. For questions concerning reimbursement, please contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474.

Mileage	One vehicle per county @ .42 per mile
Room rates	Wednesday, June 21 & Thursday, June 22, one room per county, reimbursed up to \$99.00 plus tax
Dinner	Wednesday, June 21, as required, direct bill
Breakfast	Thursday, June 22 & Friday, June 23, as required, direct bill
Lunch	Thursday, June 22, as required, direct bill
Dinner	Wednesday, June 21, as required, direct bill
Breaks	As required, direct bill
Meeting Rooms	As required, direct bill
Association Dinner	Thursday, June 22, non-reimbursable
Speaker Fee	Charlotte Strickland, Strickly Speaking
Incidentals	As required, direct bill

**REGISTRATION FORM**

**Arkansas Collectors Continuing Education Conference  
Winthrop Rockefeller Institute  
1 Rockefeller Drive, Morrilton/Conway County**

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

**Return registration form/forms by June 14, 2017 to:**

ACE Program  
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201  
Fax: 501-372-0611  
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: \_\_\_\_\_



Because an accurate count for the Early Bird Dinner on Wednesday, June 21, is required, please indicate your attendance below.

\_\_\_\_\_ I will attend the Early Bird Dinner

\_\_\_\_\_ I will bring a guest\* to the Early Bird Dinner

\_\_\_\_\_ I will not attend Early Bird Dinner

\*Cost of guest's meals will be available once menu is set.