



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

August 21, 2017

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: October 18-20, 2017 Continuing Education Conference

The Arkansas Circuit Clerks Continuing Education Board has approved plans for your upcoming conference to be held October 18-20, 2017. The conference will be held at the **Embassy Suites Hotel in Little Rock/Pulaski County**.

To reserve your room, please call the Embassy Suites Hotel at 501-312-9000 and ask for the Arkansas Circuit Clerks Association rate of \$89.00 single; \$99.00 double; \$109.00 triple and \$119.00 quad plus tax. Please make reservations now to ensure your group's rate. **The deadline to receive room reservations at the discounted rate is Sunday, September 17, 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 individual attending the conference. **The deadline for conference registration is October 10, 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 October 18 & 19. \$89.00 Single* \$10.00 each additional person + Tax.
Additional Room Night:	Executive & Continuing Ed. Board Members: October 17
Dinner:	Executive & Continuing Ed. Board Members: October 17: up to \$25 reimbursement w/receipt
Breakfast:	Included in the room rate
Lunch:	Executive & Continuing Ed. Board Members: October 18: up to \$10 reimbursement w/receipt
Dinner:	Up to \$25 reimbursement w/receipt: October 18
Breakfast:	Included in Room Rate
Lunch:	As required, direct bill: October 19
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
Embassy Suites Hotel
11301 Financial Centre Parkway
Little Rock/Pulaski County**

Please complete a registration form for each participant.

**Return registration form/forms by October 10, 2017 to
ACE Program**

Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
FAX 501-372-0611 Email: kskarda@arcounties.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 the Association Dinner.

___ I WILL NOT attend the Association 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.