



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

October 10, 2017

MEMORANDUM

To: Arkansas County Collectors
From: Karan Skarda, ACE Program Coordinator
Re: December 6-8, 2017, Continuing Education Meeting

The Arkansas County Collectors Continuing Education Board has approved plans for your upcoming meeting, to be held December 6-8, 2017, at the **Embassy Suites Hotel, 11301 Financial Centre Parkway, Little Rock/Pulaski County**. Early bird arrival is December 6 with registration beginning at 8:30 a.m. on December 7. An agenda will be forthcoming.

To reserve your room, please call the **Embassy Suites at 1-800-EMBASSY and reference the County Tax Collectors room block to receive the Government per diem rate of \$96 single, \$111 double, \$121 triple or the prevailing government rates during the meeting dates plus tax. Deadline to receive the discounted group rate is November 6, 2017.**

To register for this meeting, 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 Meeting. **The deadline for registration is November 22, 2017.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org. I look forward to seeing you soon.

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, December 6 & Thursday, December 7, one room per county, \$96.00 single, \$111 double, \$121 triple plus tax or prevailing government rate
Early Bird Dinner	Wednesday, December 6, reimburse up to \$25. with receipt
Breakfast	Thursday, Dec. 7 & Friday, December 8, included in your room rate
Lunch	Thursday, December 7, as required, direct bill
Association Dinner	Thursday, December 7, Butcher Shop, Non-Reimbursable
Breaks	As required, direct bill
Meeting Rooms	As required, direct bill
Speaker Fee	
Incidentals	As required, direct bill

REGISTRATION FORM

Arkansas Collectors Continuing Education Meeting

**Embassy Suites Hotel
11301 Financial Centre Parkway
Little Rock/Pulaski County
December 6-7-8, 2017**

Please complete a registration form for each participant.

Return registration form/forms by November 22, 2017 to:

ACE Program
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
Fax: 501-372-0611
Email: kskarda@arcountries.org

Name: _____

Title: _____ County: _____

Office Mailing Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Years in office: _____

Signature: _____

_____ I will attend the Association Dinner

_____ Number of Guests that will attend meal functions during the meeting*.

*Cost per spouse/guest to attend meal functions is \$50 per person per meeting. You may pay in person at the meeting or mail payment to: Rebecca Talbert, 200 Woodbine, Room 108, Hot Springs, AR 71901.

*Name of Spouse/Guest, if attending the meeting: _____

Additional Guest Names: _____