



Kevin Cleghorn, President
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To: Arkansas County Coroners

From: Karan Skarda

Date: September 25, 2017

RE: Crime Scene Photography

The Coroner's Continuing Education Board has planned a two day, twelve-hour, **Crime Scene Photography Course** to be held November 4-5, 2017, at the Wyndham Hotel in North Little Rock/Pulaski County. The Course will begin at 8:00 a.m. on Saturday, November 4, and will wrap up by noon on Sunday, November 5.

To make room reservations, please call the **Wyndham Riverfront Hotel** at **(501) 371-9000**. **Please advise the receptionist that you will be attending the County Coroner's Crime Scene Photography Course to receive the group-discounted rate of \$96.00* single occupancy and \$10 each additional person, plus applicable taxes.** Breakfast is included in the room rate. The cutoff date to receive the group rate is October 13, 2017.

This course is offered free of charge to Coroners and Deputies with class size limited to 25 participants. Expenses to be reimbursed for this course include: up to two hotel rooms per county for the evenings of November 3rd & 4th, dinner meals, and mileage for a private vehicle. For a more detailed list of expenses to be reimbursed, please see the registration form.

To register for this course, please complete the attached registration form and return it by fax or email by October 27th to:

Karan Skarda
Fax: 501-372-0611
Email: kskarda@arcounties.org

Should additional information be required, please do not hesitate to call me at 501-372-7550.

REGISTRATION FORM

**Arkansas Coroners Continuing Education Conference – Crime Scene Photography
Wyndham Riverfront Hotel, #2 Riverfront Place, North Little Rock/Pulaski County
November 4-5, 2017**

Please fax registration form to Karan Skarda at 501-372-0611

or

Email to: kskarda@arcounties.org

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

Title: _____ County: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____

Years in office: _____

Signature: _____



Expenses to be paid from Arkansas County Coroners Continuing Education Fund. For questions concerning reimbursement, please contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474.

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| Mileage: | One private vehicle per county @ .42 per mile |
| Guestroom rates: | November 3 & November 4, \$96.00 single* \$10 each additional guest + tax (up to 2 rooms per county) |
| Breakfast: | Included in room rate |
| Lunch: | As required, direct bill |
| Dinner: | November 3 & November 4, Reimburse up to \$25.00 with receipt |
| Breaks: | As required, direct bill |
| Meeting Rooms: | As required, direct bill |
| Audio Visual: | As required, direct bill |
| Incidentals: | As required, direct bill |
| Speaker: | To be billed |