



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

December 18, 2018

MEMORANDUM

To: Arkansas County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: February 12-14, 2019 - Continuing Education Conference

Your Arkansas County Clerks' Continuing Education Board has approved plans for your next continuing education conference to be held Tuesday - Thursday, February 12-14, 2019, at the **Hilton Garden Inn Little Rock Downtown Hotel, 322 Rock Street, Little Rock, Arkansas/Pulaski County.**

To reserve your room, please call the hotel at **501-244-0044** or follow the link provided in the email for online registration. If calling, ask for the Arkansas County Clerks' rate of \$104.00 single, plus tax. Please make reservations now to ensure your group's rate. **The deadline for room reservations at is January 22, 2019.**

To register for this conference, please complete the attached registration form or follow the link provided in the email for online registration. You may also share this information with staff who can benefit from this training. Please complete a registration form for each participant attending the conference. **The deadline for conference registration is January 29, 2019.**

For additional information, feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org. I look forward to seeing you all soon.

Reimbursement: The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the County Clerk's Continuing Education Fund administered by the Auditor of State's Office. Contact Melanie Jenkins, Auditor of State's Office, at 501-682-5474 for additional information.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county: \$104.00 plus tax
Parking:	\$16.00 + tax per overnight stay
Breakfast:	Included in room rate
Lunch:	As required - direct billed or Reimburse AAC
Dinner:	December 12 & 13: Reimburse up to \$25 with receipt
Breaks:	As required, direct bill or Reimburse AAC
Meeting Room:	As required, direct bill
Audio Visual	As required, direct bill
Transportation	As required, direct bill or Reimburse AAC
Incidentals	As required, direct bill

REGISTRATION FORM

**Arkansas County Clerks Continuing Education Conference
Hilton Garden Inn Downtown
February 12-14, 2019**

Please complete a registration form for each participant and return form/forms by January 29, 2019 to:

ACE Program
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
501-372-7550 phone 501-372-0611 FAX
Email: kskarda@arcounties.org

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

Title: _____ County: _____

Office Mailing Address: _____

Telephone: _____ Fax: _____

Email: _____ New Email Address: Yes or No

Years in office: _____

Signature: _____