



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

December 26, 2018

MEMORANDUM

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

Your Arkansas Circuit Clerks' Continuing Education Board has approved plans for your next continuing education conference to be held Tuesday - Thursday, February 19-21, 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**. Please ask for the Arkansas Circuit Clerks' rate of \$106.00 single, add \$10 each additional person, plus tax. Please make reservations now to ensure your group's rate. **The deadline for room reservations at is January 18, 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 February 5, 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:	*February 18, 2019 Executive and Continuing Ed. Board Members only (rates below)
Room rates:	February 19-20, 2019 One room per county: \$106.00, \$10 each addtl. person, plus tax,
Parking:	\$16.00 + tax per overnight stay
Breakfast:	Included in room rate (\$10 each additional person*)
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 Circuit Clerks Continuing Education Conference
Host Hotel: Hilton Garden Inn Little Rock Downtown
February 19-21, 2019**

Please complete a registration form for each participant and return form/forms by February 5, 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@arcountries.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: _____

An accurate headcount is crucial, please complete the following:

Transportation will be provided from the hotel to AAC on Wednesday, February 20. Because parking will be limited at AAC and around the Capitol, we encourage you to ride the bus.

Wednesday, February 20

- I will attend the Association Dinner**
- I will bring a guest to the Association Dinner**
- I will not attend the Association Dinner**

- I will ride the bus from the Hotel to AAC**
- I will not ride the bus from the Hotel to AAC**