



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

December 26, 2018

## MEMORANDUM

To: Arkansas County Treasurers  
From: Karan Skarda, ACE Program Coordinator  
Re: February 27 - March 1, 2019 - Continuing Education Conference

Your Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, February 27 – March 1, 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 Treasurers' 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 28, 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 13, 2019.**

For additional information, feel free to call me at 501-372-7550 or email inquiries to [kskarda@arcounties.org](mailto: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:	Wednesday & Thursday, February 27-28, 2019 - \$106.00 single, \$116.00 double, plus tax
Breakfast:	Included in room rate (\$10 each additional person*)
Dinner:	Wednesday, February 27, reimburse up to \$25 with paid receipt
Lunch:	Thursday, February 28, as required, direct billed
Dinner:	Thursday, February 28, Association Dinner, non-reimbursable
Breaks:	As required, direct billed
Motivational Speaker:	Previously Approved
Transportation:	As required, direct billed
Audio Visual:	As required, direct billed
Incidentals:	As required, direct billed

**REGISTRATION FORM**

**Arkansas County Treasurers Continuing Education Conference  
Hilton Garden Inn Little Rock Downtown  
February 27-March 1, 2019**

**Please complete a registration form for each participant and return form/forms by February 13, 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](mailto: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: \_\_\_\_\_

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**An accurate headcount is crucial, please complete the following:**

**Transportation will be provided from the hotel to AAC on Thursday, February 28. Because parking will be limited at AAC and around the Capitol, we encourage you to ride the bus.**

**Thursday, February 28**

- 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**