



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

March 27, 2019

MEMORANDUM

To: County Treasurers
From: Karan Skarda, ACE Program Coordinator
Re: Continuing Education Conference

Your Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, **June 19-21, 2019**. The conference will be held at the **COURTYARD by Marriott of Russellville, 154 East Aspen Lane, Russellville/Pope County**.

To reserve your guest room, you may call the **COURTYARD by Marriott of Russellville** at 479-968-6000 and request the Arkansas County Treasurers' Association rate of \$94.00, plus tax. Please make reservations now to ensure your group's rate. **The deadline for room reservations is May 19, 2019. Reservations made after the cut-off date are subject the hotel's best available rate.**

To register for this conference, please complete the attached registration form. You may also share this information with staff who can benefit from this training. Please complete a registration form for each attendee. **The deadline for conference registration is June 5, 2019.**

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

Reimbursement: The following expenses will be submitted to the Continuing Education Board for approval. Expenses will be paid from the Treasurers' 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, June 19 & 20, One room per county at \$94, plus tax
Breakfast:	As required, direct bill
Dinner:	Wednesday, June 19, reimburse up to \$25 with paid receipt
Lunch:	Thursday, June 20, as required, direct billed
Dinner:	Thursday, June 20, Association Dinner, non-reimbursable
Breaks:	As required, direct billed
Audio Visual:	As required, direct billed
Speakers' Fees:	As required, direct billed
Incidentals:	As required, direct billed

REGISTRATION FORM

Arkansas County Treasurers Continuing Education Conference
Courtyard by Marriott of Russellville
154 East Aspen Lane, Russellville, AR 72802
June 19-21, 2019

**Each Attendee must complete and return
registration form by June 5, 2019 to:**

Association of Arkansas Counties - 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

Please complete a form for each attendee. Please print clearly.

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: _____

Please help estimate attendance at the Association Dinner:

Thursday, June 20, 2019

____ I will attend the Association Dinner

____ I will bring a guest to the Association Dinner

____ I will not attend the Association Dinner

Signature: _____