



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

August 9, 2019

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: October 9-11, 2019 - Continuing Education Conference

Your Arkansas Circuit Clerks' Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday-Friday, October 9-11, 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 is September 8, 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 October 1, 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: | October 9-10, 2019 - One room per county: \$106.00, single - \$10 each addtl. person*, + tax |
| Parking: | \$16.00 + tax per overnight stay |
| Breakfast: | Included in room rate (\$10 each additional person*) |
| Lunch: | As required, direct billed |
| Dinner: | October 9: Reimburse up to \$25 with receipt October 10: Association Dinner. Non-reimbursable |
| Breaks: | As required, direct bill |
| 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
October 9-11, 2019

Please complete a registration form for each participant and return form/forms by October 1, 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 to the Crime Lab for the tour. Please let us know whether or not you will take the tour. We must have an accurate head count for both the transportation company and the Crime Lab.

Thursday, October 10

- _____ **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 the Crime Lab**
- _____ **I will drive from the Hotel to Crime Lab**
- _____ **Nah, this tour is not for me. I will pass.**