



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

July 28, 2020

**MEMORANDUM**

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

Your Continuing Education Board has approved plans for your next conference to be held **Wednesday through Friday, September 23-25, 2020, at the Hilton Garden Inn, 805 Amity Rd., Conway/Faulkner County. Early Bird Arrival** and an **Executive Board Meeting** will be held on the afternoon of **Tuesday, September 22**, and a **Continuing Education Board Meeting** will be held on the morning of **Wednesday, September 23**.

To reserve your room, please call the Hilton Garden Inn at 501-329-1444 and ask for the Arkansas County Clerks rate of \$102.00\* plus tax. Breakfast is included in the room rate. Please make reservations now to ensure your group's rate. **The deadline for room reservations is September 2, 2020.**

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 participant attending the conference. **Because of the planning involved with mitigating social distance requirements, the deadline for conference registration deadline is August 14.** Please take a moment to register for this meeting now if you plan to attend.

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

**Reimbursement Information:** The following expenses will be submitted for approval by the Continuing Education Board to be paid from the County Clerks Continuing Education Fund, administered by the Auditor of State's Office. For additional information concerning reimbursement, contact Sam Zang at 501-681-7421.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	September 22: Executive & Continuing Ed. Board Members only. One room per county at \$102*, plus tax *or prevailing government rate September 23 & 24: One room per county at \$102*, plus tax *or prevailing government rate
Breakfast:	Included in the room rate
Dinner:	September 22: Executive & Continuing Ed. Board Members only. Reimburse up to \$25 with receipt September 23 & 24: Dinner on Your Own - Reimburse up to \$25 with receipt
Lunch:	September 23: Executive & Continuing Ed. Board Members only. Reimburse up to \$15 with receipt September 24: direct billed or reimburse AAC
Breaks:	As required, direct billed
Incidentals:	As required, direct billed

**REGISTRATION FORM**

**Arkansas County Clerks Continuing Education Conference  
September 23-25, 2020**

**Please complete a registration form for each participant attending the conference  
Deadline to Register: August 14, 2020**

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): \_\_\_\_\_  
PLEASE PRINT

Title: \_\_\_\_\_ County: \_\_\_\_\_

Co. Office Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ New Email Address: Yes or No

Years in office: \_\_\_\_\_

Signature: \_\_\_\_\_