



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

September 2, 2020

MEMORANDUM

To: Arkansas Circuit Clerks
From: Karan Skarda, ACE Program Coordinator
Re: October 14-16, 2020 Continuing Education Conference

The Arkansas Circuit Clerks' Continuing Education Board has approved plans for your upcoming conference to be held October 14-16, 2020, at **The DoubleTree Hotel, 700 Rogers Ave. Fort Smith/Sebastian County**. The Continuing Ed. Board will meet at 10:00 a.m. followed by the Executive Board meeting at 11:00 a.m. on Wednesday, October 14th. **The conference will kick-off at 1:00 p.m.**

To reserve your guest room, please call **The DoubleTree Hotel** and ask for the Arkansas Circuit Clerks' Association rate of \$96* per person, plus tax *or prevailing government rate. Please make reservations now to ensure your group's rate. **The deadline to receive room reservations at the discounted rate is September 23, 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 individual attending the conference. **The deadline for conference registration is October 2.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org.

Reimbursement: The following expenses will be submitted for approval by the Continuing Education Board to be paid from the Circuit Clerks Continuing Education Fund administered by the Auditor of State's Office.

Mileage:	One vehicle per county @ .42 per mile
Room rates:	One room per county for the nights of October 14 & 15. \$96* per person + tax *or prevailing government rate
Additional Room Night:	Executive & Continuing Ed. Board Members: night of Tuesday, October 13
Dinner:	Executive & Continuing Ed. Board Members: night of Tuesday, October 13: up to \$25 reimbursement w/receipt
Breakfast:	Executive & Continuing Ed. Board Members: Wednesday, October 14: up to \$15 reimbursement w/receipt
Lunch:	Executive & Continuing Ed. Board Members: Wednesday, October 14: up to \$15 reimbursement w/receipt
Dinner:	Up to \$25 reimbursement w/receipt for Wednesday, October 14
Breakfast:	As required, direct bill for Thursday, October 15 and Friday, October 16
Lunch:	As required, direct bill – Thursday, October 15
Association Dinner:	Thursday, October 15 - non-reimbursable
Breaks:	As required, direct bill
Speakers Fee/Expenses:	*Pre-Approved direct bill
AV:	As required, direct bill
Meeting Rooms:	As required, direct bill
Incidentals:	As required, direct bill

REGISTRATION FORM

**Arkansas Circuit Clerks Continuing Education Conference
The DoubleTree Hotel
700 Rogers Ave.
Fort Smith/Sebastian County
October 14-16, 2020**

Please Complete a Registration Form for Each Participant

**Return registration form/forms by October 2, 2020 to
ACE Program**

**Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
FAX 501-372-0611 Email: kskarda@arcounties.org**

Name (as it should appear on official records): _____
(PLEASE PRINT)

Title: _____ County: _____

Office Mailing Address: _____

Telephone: _____

Official Email Address: _____ New email address? Yes or No

Years in office: _____

Signature: _____

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Association Dinner – Please check one

___ I WILL attend the Association Dinner.

___ I WILL NOT attend the Association Dinner.

___ Number of guest/spouse attending Association Dinner.

**Please note, if you do not attend the Association Dinner, dinner will be on your own and non-reimbursable.