



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

December 10, 2020

MEMORANDUM

To: Arkansas Circuit Clerks
 From: Karan Skarda, ACE Program Coordinator
 Re: February 1-4, 2021 - Continuing Education Conference

Your Arkansas Circuit Clerks’ Continuing Education Board has approved plans for your next continuing education conference to be held Tuesday - Thursday, February 2-4, 2021, at the **Hilton Garden Inn Little Rock Downtown Hotel, 322 Rock Street, Little Rock, Arkansas/Pulaski County**. **Please note that early bird arrival is Monday, February 1st. Board Meetings will be held on the morning of February 2nd and the meeting will kick off at 1:00 p.m.**

To reserve your room, please call the hotel at **1-800-HILTONS** or **501-244-0044**. Please ask for the Arkansas Circuit Clerks’ rate of \$109.00 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 2, 2021.**

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 January 15, 2021.**

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 Information: 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. For additional information concerning reimbursement, contact Sam Zang at 501-681-7421.

- Mileage: One vehicle per county @ .42 per mile
- Room rates: February 1, Ex. and Cont. Ed. Board Members only, \$109 single, \$10 each additional person+ tax
February 2 & 3, \$109 single, \$10 each additional person+ tax
- Breakfast: Included in room rate
- Lunch: Feb. 12, Executive and Continuing Ed. Board Members only: Reimburse up to \$15 with receipt
Feb. 13, As required, direct billed
- Dinner: Feb. 1, Executive and Continuing Ed. Board Members only: Reimburse up to \$25 with receipt
Feb. 2-3: Reimburse up to \$25 with receipt
- Valet: Feb. 1, One vehicle per county: Ex and Co Ed. Board Members only: \$
Feb. 2-3: One vehicle per county : \$
- Breaks: As required, direct bill
- Meeting Room: As required, direct bill
- Audio Visual As required, direct bill
- Incidentals As required, direct bill

REGISTRATION FORM

**Arkansas Circuit Clerks Continuing Education Conference
Hilton Garden Inn Little Rock Downtown
Feb. 2-4, 2021**

Please complete a registration form for each participant and return form/forms by January 15, 2021 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: _____
