



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

December 10, 2020

MEMORANDUM

To: Arkansas County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: February 23-25, 2021 - Continuing Education Conference

Your Arkansas County Clerks' Continuing Education Board has approved plans for your next continuing education conference to be held **Tuesday - Thursday, February 23-25, 2021**, at the **Hilton Garden Inn Little Rock Downtown Hotel, 322 Rock Street, Little Rock, Arkansas/Pulaski County**. **Please note that early bird arrival and Board Meetings is on the agenda for Tuesday, February 23rd and your meeting will kick-off the next morning on Wednesday, February 24th.**

To reserve your room, please call the hotel at **1-800-HILTONS** or **501-244-0044**. Please ask for the Arkansas County 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 22, 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 February 10th.**

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 23 & 24, \$109 single, \$10 each additional person+ tax
Breakfast:	Included in room rate
Lunch:	Feb. 24, As required, direct billed or reimburse AAC
Dinner:	Feb. 23-24: Reimburse up to \$25 with receipt
Valet:	Feb. 23-24, 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 County Clerks Continuing Education Conference
Hilton Garden Inn Little Rock Downtown
Feb. 23-25, 2021**

Please complete a registration form for each participant and return form/forms by February 10, 2021 to:

ACE Program
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
*501-372-7550 Office *870-830-0775 Cell *501-372-0611 Fax
Email: kskarda@arcounties.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: _____
