



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

August 31, 2021

MEMORANDUM

To: Arkansas County Treasurers
 From: Karan Skarda, ACE Program Coordinator
 Re: October 20-22, 2021 - Continuing Education Conference

Your Arkansas County Treasurers’ Continuing Education Board has approved plans for your next continuing education conference to be held Wednesday - Friday, October 20-22, 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 will be held on Wednesday, October 20th. The meeting will kick off at 8:30 a.m. on October 21st.**

To reserve your room, please call the hotel at **1-800-HILTONS** or **501-244-0044**. Please ask for the Arkansas County Treasurers’ 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 is October 6th, 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 October 6th.**

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 Treasurers Continuing Education Fund which is administered by the Auditor of State’s Office. Please email reimbursement forms to Julia Burrier at julia.burrier@auditor.ar.gov.

- Mileage: One vehicle per county @ .42 per mile
- Room rates: October 20 & 21, One room per county at \$109 single, \$10 each additional person, plus tax
- Dinner: October 20 & 21, reimbursed up to \$25 with receipt
- Breakfast: Included in room rate
- Lunch: Thursday, October 21, direct bill/Reimburse AAC
- Breaks: As required, direct billed
- Parking: October 20 & 21, Reimburse with paid receipt
- Speaker fees: As required, direct billed
- Audio Visual: As required, direct billed
- Transportation: As required, direct billed
- Incidentals: As required, direct billed

REGISTRATION FORM

**Arkansas County Treasurers Continuing Education Conference
Hilton Garden Inn Little Rock Downtown
October 20-22, 2021**

Please complete a registration form for each participant and return form/forms by October 6, 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: _____
