



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

December 27, 2021

MEMORANDUM

To: Arkansas County Clerks
From: Karan Skarda, ACE Program Coordinator
Re: February 14-16, 2022 - Continuing Education Conference

Your Arkansas County Clerks' Continuing Education Board has approved plans for your next continuing education conference to be held Monday - Wednesday, February 14-16, 2022, 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 Monday, February 14, and the meeting will kick off at 1:00 p.m. on February 15th.**

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 is January 14, 2022.**

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 1st.**

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 County Clerks Continuing Education Fund which is administered by the Auditor of State's Office. **Please email reimbursement forms along with detailed receipts to Julia Burrier at julia.burrier@auditor.ar.gov.**

Mileage:	One vehicle per county @ .42 per mile
Room rates:	February 14, Cont Ed. & Executive Board Members only (see rates below) February 15, One room per county at \$109 single*, \$10 each additional person*, plus tax. *Or prevailing govt rate.
Dinner:	February 14, Cont Ed. & Executive Board Members only (see rates below) February 15, reimbursed up to \$25 with receipt
Breakfast:	Included in room rate
Lunch:	February 15, Cont Ed. & Executive Board Members only. Reimbursed up to \$15 with receipt
Breaks:	As required, direct billed
Parking:	February 14 & 15, Reimburse with paid receipt
Meeting Space:	As required, direct billed
Speaker fees:	As required, direct bill/Reimburse AAC
Audio Visual:	As required, direct billed
Transportation:	As required, direct billed
Incidentals:	As required, direct billed

REGISTRATION FORM

**Arkansas County Clerks Continuing Education Conference
Hilton Garden Inn Little Rock Downtown
February 14-16, 2022**

Please complete a registration form for each participant and return form/forms by February 1, 2022 to:

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

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: _____