



Arkansas County Clerks' Continuing Education Conference
Hilton Garden Inn Little Rock Downtown
322 Rock St.
Little Rock/Pulaski County
February 1-3, 2023

Wednesday, February 1, 2023

(Guest rooms will be reimbursed from County Clerk Cont. Ed. Funds)

- 4:30 p.m. **CONTINUING ED. BOARD MEETING – Pinnacle Ballroom**
- 5:30 p.m. **EXECUTIVE BOARD MEETING – Pinnacle Ballroom**
- 6:00 p.m. **DINNER ON YOUR OWN** *(Reimburse up to \$25 with paid receipt)*

Thursday, February 2, 2023

(Guest rooms will be reimbursed from County Clerk Cont. Ed. Funds)

- 6:30 a.m. – 8:00 a.m. **BREAKFAST – (included in room rate) Garden Grill**
- 8:00 a.m. – 8:15 a.m. **BOARD BUS FOR TRANSPORTATION TO AAC Building**
- 8:15 a.m. **BUS DEPARTS FOR AAC Building**
- 8:30 a.m. – 9:00 a.m. **REGISTRATION – AAC Building**
- 9:30 a.m. – 11:30 a.m. **COMMITTEE MEETINGS – STATE CAPITOL TOUR**
- 11:45 a.m. **RETURN TO AAC Building**
- 12:00 – 1:00 p.m. **LUNCHEON WITH STATE AGENCIES – AAC Building**
- 1:00 p.m. – 2:00 p.m. **COMMITTEE MEETINGS – STATE CAPITOL TOUR**
- 2:30 p.m. **BOARD BUS FOR RETURN TO HOTEL**
- 2:45 p.m. **BUS DEPARTS FOR RETURN TO HOTEL**
- 3:00 p.m. – 4:30 p.m. **MEET AND GREET WITH VENDORS**
- 6:00 p.m. **DINNER – ON YOUR OWN –** *(Reimburse up to \$25 with paid detailed receipt)*

Friday, February 3, 2023

- 6:30 a.m. – 8:30 a.m. **BREAKFAST – (included in room rate) Garden Grill**
- 8:30 a.m. – 9:00 a.m. **REGISTRATION – Pre-function Area**
- 9:00 a.m. **WELCOME & ANNOUNCEMENTS – Pinnacle Ballroom**
- 9:00 a.m. – 9:30 a.m. **BEGINNING YEAR REPORTS - W2s and 1099s**
Panelists
- 9:30 a.m. – 10:00 a.m. **SMALL ESTATES**
Pam Ennis, Pope County Clerk
April Duff, Randolph County Deputy Clerk & Election Coordinator

10:00 a.m. – 10:15 a.m. **BREAK**

10:15 a.m. – 11:30 a.m. **ASSOCIATION BUSINESS**
Drawing for Attendance Prize – Must be present to win

Reimbursement: To be approved by the Continuing Education Board and paid from the County Clerks Continuing Education Fund administered by the Auditor of State’s Office. **Email reimbursement forms to: Julia Burrier at julia.burrier@auditor.ar.gov.** **You may also fax reimbursement forms to Julia’s attention at 501-371-2143.**

Mileage:	One vehicle per county @ .52 per mile
Room rates:	February 1 & 2, up to two rooms per county at \$109 single/119 double*plus tax. *Or prevailing govt rate..
Dinner:	February 1 & 2, Reimburse \$25 with itemized receipt
Breakfast:	Included in Room Rate
Lunch:	County Clerk Association Event – Non reimbursable.
Breaks:	As required, direct billed
Parking:	Valet Parking, \$12 overnight; \$8 daily
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