



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

February 21, 2019

MEMORANDUM

To: Arkansas County Collectors
From: Karan Skarda, ACE Program Coordinator
Re: April 11-12, 2019, Continuing Education Meeting

The Arkansas County Collectors' Continuing Education Board has approved plans for your upcoming meeting to be held April 11-12, 2019, at the **Association of Arkansas Counties Building**, 1415 W. Third St., Little Rock. **The meeting will begin at 1:00 p.m. on Thursday, April 11, and will wrap up by noon on Friday, April 12.**

The Wyndham Riverfront Hotel, #2 Riverfront Place, North Little Rock/Pulaski County is the host hotel. To reserve your guestroom, please call the Wyndham Riverfront Hotel reservationist toll free at **1-866-657-4458** or locally at **501-907-4823** and reference the **Arkansas County Tax Collectors** to receive the Government per diem rate of **\$94.00* single or *prevailing government rate and \$10 each additional person plus tax.** **The deadline to receive the discounted government rate is March 21, 2019.**

To register for this meeting, please complete the attached registration form. Please share this information with staff who can benefit from this training as well. Please complete a registration form for each individual who plans to attend the meeting. **The deadline to register is March 29, 2019.**

Feel free to call me at 501-372-7550 or email inquiries to kskarda@arcounties.org. I look forward to seeing you soon.

The following expenses will be submitted for reimbursement from the Arkansas County Collectors' Continuing Education Fund. For questions concerning reimbursement, please contact Melanie Jenkins, Auditor of State's Office, 501-682-5474.

Mileage	One vehicle per county @ .42 per mile
Room rates:	One room per county, \$94.00 single, \$10. each additional person, plus tax Wednesday, April 10, 2019, Executive and Continuing Ed Boards Only Thursday, April 11, 2019
Dinner:	April 10, 2019, reimburse up to \$25 with receipt. Executive and Continuing Ed Boards Only
Lunch:	April 11, 2019, reimburse up to \$15 with receipt. Executive and Continuing Ed Boards Only
Association Dinner	Wednesday, April 11, non-reimbursable
Breakfast	Included in room rate
Breaks	As required, direct bill
Incidentals	As required, direct bill

REGISTRATION FORM

Arkansas County Collectors' Continuing Education Meeting
Host Hotel: Wyndham Riverfront Hotel
Meeting Site: Association of Arkansas Counties Building
April 11-12, 2019

Please complete a registration form for each participant
Deadline to register: March 29, 2019

ACE Program
Attn: Karan Skarda - 1415 West Third Street - Little Rock, AR 72201
Fax: 501-372-0611
Email: kskarda@arcounties.org

Name: _____

Title: _____ County: _____

Office Mailing Address: _____

City: _____ State _____ Zip Code: _____

Telephone: _____

Email: _____ Is this a new email address? Yes or No

Number of years in office: _____

Signature: _____

PLEASE COMPLETE:

_____ I will attend the Association Dinner

Dinner Choice:

_____ Steak

_____ Chicken

_____ Number of Guests that will attend meal functions during the meeting*.

**To pay for your guest's meal, please contact Rebecca Talbert, Garland County Collector, 200 Woodbine, Room 108, Hot Springs, AR 71901.

*Name of Spouse/Guest, attending the meeting: _____

Additional Guest Names: _____