



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

March 18, 2021

MEMORANDUM

To: Arkansas County Clerks
 From: Karan Skarda, ACE Program Coordinator
 Re: June 1-4, 2021 - Continuing Education Conference - Texarkana

Your Arkansas County Clerks’ Continuing Education Board has approved plans for your next continuing education conference to be held **Tuesday-Friday, June 1-4, 2021**. Guest rooms are at the **Hampton Inn, 5302 Crossroads Pkwy, and the meeting will be held a short drive away at the Crossties Event Center, 324 E. Broad St, Texarkana/Miller County**. Please note that **early bird arrival June 1**. **Board Meetings will be held on the morning of June 2 and the meeting will kick-off at 1:00 p.m.**

To reserve your room, please call the hotel at **870-774-4267**. Please ask for the Arkansas County Clerks’ rate of \$74 King, and \$79 double, plus tax. Please make reservations now to ensure your group’s rate. **The deadline for room reservations at is May 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 May 22, 2021.**

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 Julia Burrier by email at julia.burrier@auditor.ar.gov.

- Mileage: One vehicle per county @ .42 per mile
- Room rates: June 1, \$74 King, and \$79 double, plus tax (Cont Ed. & Ex. Board Members only)
June 2-3, 74 King, and \$79 double, plus tax
- Breakfast: Included in room rate
- Lunch: June 2, Reimburse up to \$15.00 with receipt (Cont Ed. & Ex. Board Members only)
June 3, Reimburse AAC
- Dinner: June 2: Reimburse up to \$25 with receipt
June 3: Association Dinner non-reimbursable
- Breaks: Direct billed, Lanan Lisko, Reimburse AAC
- 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
Hampton Inn/Crossties Event Center
Texarkana/Miller County
June 1-4, 2021**

Please complete a registration form for each participant and return form/forms by May 22, 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: _____
