



March 1, 2018

Memorandum

TO: Members of the Mississippi Chancery Clerks Association and Mississippi Association of County Administrators/Comptrollers

FROM: Sumner Davis, Sumner Davis
Center Head, Center for Government & Community Development

SUBJECT: Agenda & Registration Form for Spring Educational Workshop

Enclosed is the agenda-in-brief for the joint Chancery Clerk and County Administrator/Comptroller Spring Educational Workshop. The workshop will be held at the Hilton Hotel & Conference Center, in Jackson, on April 17-18, 2018. We have also enclosed a registration form.

Make your room reservations by calling the Hilton Hotel & Conference Center, (601) 957-2800. When making your reservation, please use the group code: **MACAC4**.

Please let us know if there is anything we can do to assist you. The Center for Government & Community Development, Mississippi State University Extension Service is always pleased to assist with the educational programming for your associations.

We look forward to seeing all of you in Jackson on April 17-18.

Enclosures (2)

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Mississippi State University Extension Service

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We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**Mississippi Chancery Clerks Association
Mississippi Association of County Administrators/Comptrollers**

April 17-18, 2018
Hilton Hotel & Conference Center
Jackson, Mississippi

SPRING EDUCATIONAL WORKSHOP

Tuesday, April 17

a.m.

10:00-12:00 Registration

12:00 Lunch on your own

Chancery Clerks Association

p.m.

1:00 Educational Program

4:00 MCCA Business Meeting

5:00 Adjournment

County Administrator/Comptroller Association

a.m.

1:00 Educational Program

4:00 MACAC Business Meeting

5:00 Adjournment

Wednesday, April 18

Combined Session MCCA/MACAC

a.m.

9:00 Education Program

Noon Adjournment

Registration Form
Spring Educational Workshop
April 17-18, 2018

Mail by April 10, 2014, to Sumner Davis, Extension Center for Government & Community Development, Box 9643, Mississippi State, MS 39762-9643.

Register me for the Spring Educational Workshop to be held at the Hilton Hotel & Conference Center, Jackson. I have enclosed a check for \$45.00 to cover the registration fee for the workshop. (Make checks payable to: Center for Government & Community Development.)

NOTE: THE REGISTRATION FEE FOR CHANCERY CLERKS IS PAID BY THEIR ASSOCIATION. CHANCERY CLERKS DO NOT NEED TO SEND A CHECK WITH THEIR REGISTRATION FORM.

PLEASE PRINT

NAME _____ TITLE _____

ADDRESS _____ COUNTY _____

CITY _____ STATE _____ ZIP _____

Make your room reservation directly by calling the Hilton Hotel & Conference Center, (601) 957-2800. A block of rooms has been reserved until **March 31, 2018**. You must register by this date to receive the special rate of \$121.00 per room (paid by county check) for the night of April 17. Be sure to use the group code: **MACAC4**.

NOTE: Persons with disabilities who require special accommodation of any sort in connection with their attendance at this program should contact the Center for Government & Community Development.