IIMC Region IV Meeting
December 6-8, 2017
Fort Smith, Arkansas
Fort Smith Convention Center

AGENDA

Wednesday, December 6

Optional for early arrivals
2:30p  Tour Miss Laura’s Visitor Center
      National Historic Site
      Wear comfortable shoes, lots of walking
5-6p  Registration & Opening Reception
      at Marriott—Outlaws Room
      Dinner on your own

Thursday, December 7

Breakfast at Marriott (1 included in lodging rate—additional vouchers may be purchased for $5)

Meeting—Convention Center
      55 S 7th Street (across street from Marriott)
8:30a  Welcome & Introductions
9a    Education Session
12p   Lunch (included in registration fee)
1p    Education Session
4p    Wrap-up
6p    Group dinner at Adelaide Hall

Friday, December 8

9a    Business Meeting—Stagecoach Room
10a   Adjourn

ACCOMMODATIONS

Courtyard (Marriott) Fort Smith Downtown
$91/night + tax
Group Name: IIMC Region 4 Meeting
Rate applies for nights of December 5-10
Call 479-783-2100 by November 14
Parking is free for guests

GETTING HERE

By Air
Fort Smith Regional Airport—FSM
Hotel 7 miles NW
(Hotel shuttle can be arranged with at least 2 week notice of arrival date, time—call Chelsea at 479-424-3470 to make arrangements)
Northwest Arkansas Regional (XNA)
80 miles S (no shuttle)

By Car
Accommodations and meeting space are conveniently located off I-540.

Physical address is:
Courtyard Fort Smith Downtown
900 Rogers Avenue
Fort Smith, AR 72901
479-783-2100

REGISTRATION INFORMATION

$150 Registration fee includes: instruction, materials, Wednesday reception, Thursday refreshments, lunch and dinner, and transportation to group activities.

Register by phone or US mail using the form provided.

Questions? Contact Education Chair,
Diane Whitbey, IIMC Region IV Director
501-975-8617 or Dwhitbey@nlar.gov
Arkansas City Clerks, Recorders & Treasurers Association

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December 6 – 8, 2017
Fort Smith, Arkansas

REGISTRATION FORM

Name____________________  Title_______________________
Municipality __________________________________________
Business Address _______________________________________
City__________________________ State ___      Zip________
Primary Phone _________________ Email___________________

Please check the appropriate items:

□ Registration Fee $150     □ After November 20 $175
□ Thursday Dinner Guest $35

$_____ Total Due

Payment Method:

□ Check enclosed (payable to ACCRTA)

□ Purchase Order number _______________ (invoice will be sent for amount due)

Cancellations made on or before November 20 will receive a full refund. Cancellations made November 21 - 30 are subject to a $50 administrative fee. No refunds will be given for cancellations made after November 30. Substitutions are welcome at any time.

Two Easy Ways to Register

BY MAIL   ACCRTA Treasurer
          Andrea Williams
          City Clerk
          Paragould City Hall
          301 W. Court Street
          Paragould, AR  72450

BY PHONE:  870.239.7500 (Mon-Fri—8 –4 p.m.)
EMAIL: andrea.williams@paragouldcity.org