

MISSISSIPPI COURT ADMINISTRATORS 2007 SPRING CONFERENCE INFORMATION

This conference has been approved for 12 credits for CE and certification requirements for those who attend all sessions. An attendance certification sheet will be included in your packet of material, and this certificate should be completed showing the classes you attended and then turned in at the conference registration desk before leaving the conference. The completion of the attendance sheet will indicate that you attended the classes shown thereon and will credit your mandatory requirement for certification. This completed form will become part of your permanent record and once certified by the AOC you will not be re-tested for certification.

CONFERENCE PRE-REGISTRATION

To pre-register for this conference, please complete the registration form on the last page of this brochure, then detach and return to MJC either by fax or mail by Friday, March 16, 2007. If you are planning to attend, please pre-register so that we can better plan for the conference.

HOTEL REGISTRATION

The Grand Casino's Veranda Hotel will serve as our host for this conference. If you will require overnight reservations, follow the instructions on the next panel of this brochure. Reservations must be made directly with the Veranda and your room must be guaranteed with a major credit card to confirm your reservation. For directions to the Tunica Grand or information on resort amenities, please visit their web site at www.harrahs.com and click on "casino locator" at the top of the page.

TRAVEL AND MEAL REIMBURSEMENT

A travel allowance of 25 cents per mile will be paid to each administrator who drives their own vehicle. As always, you are encouraged to share rides. MJC will reimburse administrators for lunch and dinner on Wednesday, April 18; dinner on Thursday, April 19; and lunch on Friday, April 20. The following rates will apply to those reimbursable meals: lunch \$10.00 and dinner \$10.00

CONFERENCE REGISTRATION

Registration for the spring conference will be on Wednesday, April 18, from 11:00 a.m. until 5:00 p.m. in the lobby of the Grand's Convention Center.

CONTINUING EDUCATION

This conference will provide twelve (12) hours of continuing education. Please refer to the tentative agenda in this brochure for session and function dates and times. All court administrators are required to attend two (2) conferences provided by the Mississippi Judicial College.

MAKING RESERVATIONS AT THE GRAND

The 2007 spring conference will be held in Tunica at the Grand Casino's Veranda Hotel and Convention Center. Reservations for the conference may be made by calling reservations at 800-394-7263. Please inform reservations that you will be attending the "Court Administrators Conference" and that your reservation should be made in the MJC room block coded **S04COUR**. Our rate for the conference is \$59.

The deadline for making reservations with the Veranda Hotel Tunica is Friday, March 16, 2007!

The Grand has reserved a *limited block* of rooms for administrators for the nights of Wednesday, April 18 and Thursday, April 19. Any reservation requests made prior to and after these dates are subject to availability and the regular hotel rates.

All reservations must be made directly with the Grand and must be guaranteed by a major credit card when you contact the hotel. Please be sure to write down your confirmation number. Should cancellation of individual reservations become necessary, the Grand requires seventy-two (72) hours notice prior to the scheduled check-in time.

The Grand has been instructed that the room rate for court administrators will be covered by MJC for the nights of Wednesday, April 18 and Thursday, April 19 only for those court administrators who live outside a thirty-mile radius of the Grand Casino & Resort - Tunica.

Registration Form

COURT ADMINISTRATORS SPRING CONFERENCE

Grand Casino - Tunica, MS

April 18-20, 2007

To register for the spring conference, we ask that you complete the following information, then detach and either fax or mail this form by Friday, March 16 to:

Cindy H. Warren
Mississippi Judicial College
Post Office Box 8850
University, MS 38677

Office Telephone: 662-915-5955
Office Fax: 662-915-7845
E-mail: lwwarren@olemiss.edu

Name

Title

Mailing Address

City

State

Zip

Office Phone

Office Fax

E-mail Address

Judge(s) Represented

How Long in Current Position

Mark the statement which applies to you:

- YES, I am attending the spring conference, and will contact the Grand concerning my overnight reservations by Friday, March 16.
- I am attending, but will not need overnight accommodations for the conference.
- I will not be attending the spring conference. Written approval required from the Administrative Office of Courts prior to the conference.

 When completed, please detach and return to MJC. Thank you.