The Georgia Clerks Education Institute
September 10-12, 2017

University of Georgia Center for Continuing Education
1197 South Lumpkin Street
Athens, GA 30602

Registration fee: $415
Registration fee one day: $225 (Monday or Tuesday)

Registration link: http://cviog.uga.edu/clerks

Cancellation and Refund Policy:
Written notice of cancellation must be postmarked/dated no later than August 18, 2017, to receive a full refund of registration fees. Written requests postmarked/dated between August 19, 2017 and August 26, 2017, will be assessed a 25% administrative fee, and requests postmarked/dated after August 26, 2017, are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute, are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Precious Cooper at pcooper@uga.edu, via fax at (706) 542-2176, or by mail at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

Lodging:

UGA Center for Continuing Education and Hotel
1197 South Lumpkin Street
Athens, GA 30602

Rooms are on a first-come, first served basis.

- $99 for a single plus tax, $5.00 state fee, and $10.00 parking per night
- $139 for a double plus tax, $5.00 state fee, and $10.00 parking per night
- Room block will end August 14, 2017, or when all rooms are reserved, whichever comes first
- Register by phone: (706) 542-2134 or (800) 884-1381
  - When calling, reference Group Code: #85679

Hilton Garden Inn
390 East Washington Street
Athens, GA 30601

- $159 per night plus tax, $5.00 state fee, and $9.95 parking per night
- Room block will end August 20 or when all rooms are reserved, whichever comes first
  - Register by phone: (706) 353-6800
  - Reference group name: Georgia Clerks Education Institute fall conference HGI and group code 00GCE
**Hotel Indigo-Athens**
500 College Avenue  
Athens, Ga 30601
- $119 for a king per night plus tax and $5.00 state fee
- $129 for two queens per night plus tax and $5.00 state fee
- The block rates will be available until August 11, 2017
- Registration link: [GA Clerks Education Institute Fall Conf.](http://www.holidayinn.com/redirect?path=hd&brandCode=hi&localeCode=en&regionCode=1&hotelCode=ahnga&_PMID=99801505&GPC=cei) Click "book now" and enter your block dates between check in 9/10/2017 to check out 9/12/2017
- You may call the hotel reservations directly at 1-866-808-1483.
- When calling, please reference the Georgia Clerks Education Institute Fall Conference *(block code: GCE)*

**Holiday Inn**
197 E. Broad Street  
Athens, GA 30601
- $98 for double per night plus tax and $5.00 state fee
- The block rate will be available until August 20, 2017
- Register by phone(706) 549-4433
  - Reference block name Georgia Clerks Education Institute and/or group code CEI

**Guest Meals**
Guest meal requests will be accepted through pre-registration and must be paid for in advance. Guest meal requests will not be accepted on site.

**Door Prizes**
The door prize drawings on Tuesday morning are sponsored and administered by the hospitality committees of the Georgia County Clerks Association (GCCA) and Georgia Municipal Clerks and Finance Officers Association (GMC/FOA). Door prize gifts are to be placed on the stage no earlier than Tuesday morning. Please see a hospitality committee member with any questions. Each clerk is requested to bring a door prize for this event.

**Scholarships**
Two scholarships, sponsored by the Carl Vinson Institute of Government, are available for the September 10-12, 2017, GCEI conference for city and county clerks in the certificate program. The scholarships cover the registration fee and two nights lodging at one of the hotels listed below. To be eligible for consideration of a scholarship, complete the scholarship application requirements by the deadline indicated on the form, which can be downloaded from [http://www.cviog.uga.edu/clerks](http://www.cviog.uga.edu/clerks).
Course Materials and Conference Agenda
Course materials and the conference agenda will be posted at http://www.cviog.uga.edu/clerks on or before September 5, 2017. Please print handout materials and bring them with you to the conference. No copies will be available on site.

Course and Program Questions
Contact Susan Maxwell, GCEI Director
Phone: (706) 542-3887
Email: smaxwell@uga.edu

Registration Questions or Special Needs
Contact Precious Cooper, Event Manager
Phone: (706) 542-0402
Email: pcooper@uga.edu

Connect With Us!
Facebook: facebook.com/VinsonInstitute
Twitter: Twitter@CVIOG_UGA
LinkedIn: Carl Vinson Institute of Government

Help us share critical training information
If you know a new clerk or finance officer in a nearby community, please contact Susan Maxwell at smaxwell@uga.edu so that we can make sure they receive this important training information.

The Georgia County Clerk’s Association (GCCA) was organized nearly 50 years ago to create a coordinated interest among County Clerks and their Boards of Commissioners in county affairs, and to promote the welfare of county government in general.

It is the goal of the organization to better acquaint the general public with difficulties faced in efforts to provide government services at the local level. Likewise, the association seeks the cooperation of every county and state official, as well as residents of Georgia, in efforts to provide methods that will enable them to meet the new challenges and demands placed on county governments. To learn more about GCCA, visit www.georgiacca.com.

The Georgia Municipal Clerks and Finance Officers Association (GMC/FOA) is a professional association comprised of people just like you—City Clerks and Finance Officers—from all across Georgia. Founded in 1956 in Athens, Georgia, GMC/FOA has 49 years of experience improving the professionalism and education of City Clerks and Finance Officers. GMC/FOA has grown to exceed 500 members representing small and large municipalities.
The purpose of GMC/FOA is to promote professionalism, integrity, and excellence in the Office of the Clerk and Finance Officer by providing educational training opportunities and professional development, exchanging ideas and experiences, to strengthen and support its Membership, and to enhance its image. To learn more about GMC/FOA, visit www.gmcfoa.com.