The Georgia Clerks Education Institute
Fall Conference, September 9-11, 2018

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

Registration fee full conference: $435
Registration fee one day: $225 (Monday or Tuesday)
Conference registration link: www.cviog.uga.edu/clerks

Cancellation and Refund Policy:
Written notice of cancellation must be postmarked/dated no later than August 17, 2018, to receive a full refund of registration fees. Written requests postmarked/dated between August 18, 2018, and August 25, 2018, will be assessed a 25% administrative fee, and requests postmarked/dated after August 25, 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.

- $114 per night for Classic Room with one queen bed/one king bed plus tax and $5.00 state fee. Parking is included.
- $114 per night for Classic Room with two custom beds (4’x 6’- each bed accommodates one person) plus tax and $5.00 state fee. Parking is included
- $154 per night for a Select Room with two queens or two kings plus tax and $5.00 state fee. Parking is included.
- Suites are available from $179-$429. Parking is included.
- Room for block will end August 9, 2018, or when all rooms are reserved, whichever comes first
- Registration link: www.UGAHotel.com
- Register by phone: (706) 542-2134 or (800) 884-1381
- Group Code: #85682

Best Western
170 N. Milledge Avenue
Athens, GA 30601

- $129 per night for a king or two queens plus tax and $5.00 state fee. Complimentary parking.
Best Western continued:
- By phone: (706) 546-7311
- **Group code:** Carl Vinson Center September Training

**Game Day Hotel (suites)**

250 W. Broad Street  
Athens, GA 30601

- $149.00 per night plus tax and $5.00 state fee for a 1 bedroom suite. Includes parking.
- $169.99 per night plus tax and $5.00 state fee for a 2-bedroom suite. Includes parking.
- **Register by phone:** (706) 583-4500
- Link is for hotel information only (register by phone): [http://www.gagamedaycenter.com/](http://www.gagamedaycenter.com/)
- Block registration deadline: August 8, 2018
- **Group code:** GCEI18

**Hilton Garden Inn Athens Downtown**

390 East Washington Street  
Athens, GA 30601

- $159 per night for standard king or two queens plus tax, $5.00 state fee, and $9.95 parking.
- Room block will end August 10, 2018, or when all rooms are reserved, whichever comes first
- Registration link:  
- Group name: Georgia Clerks Education Institute Fall
- **Group code:** 00GCE
- Register by phone: (706) 353-6800 and reference group name: Georgia Clerks Education Institute fall conference HGI

**Holiday Inn Athens**

197 E. Broad Street  
Athens, GA 30601

- $101 for a standard room with two double beds per night plus tax and $5.00 state fee. Parking included.
- The block rate will be available until August 10, 2018
- Registration link:  
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**Holiday Inn continued:**
- Register by phone (706) 549-4433, and reference block name GCE
- **Group code:** GCE

**Hotel Indigo-Athens**
500 College Avenue  
Athens, Ga 30601
- $119 for a king per night plus tax and $5.00 state fee + $10 parking
- $129 for two queens per night plus tax and $5.00 state fee + $10 parking
- The block rates will be available until August 9, 2018
- Registration link: [Hotel Indigo Athens- GA Clerks Education Institute Fall Conference](#) (click "book now" and enter requested dates between check-in 09/09/18 to check-out 09/11/18)
- Call the hotel directly at [1-866-808-1483](tel:1-866-808-1483) and reference the **GA Clerks Education Institute Fall Conference**
- **Block code:** GCE

**Guest Meals (for guest of participant)**
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 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 9-11, 2018, 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 [www.cviog.uga.edu/clerks](http://www.cviog.uga.edu/clerks) on or before August 31, 2018. Please print handout materials and bring them with you to the conference. **No copies will be available on site.**
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**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.