

Mississippi Judicial College

announces registration for the

**2016 MISSISSIPPI
COURT ADMINISTRATORS
FALL CONFERENCE**



Jackson Marriott
Jackson, MS
October 27-28, 2016

Mississippi Court Administrators:

The Mississippi Judicial College takes great pleasure in inviting each of you to the Mississippi Court Administrators Fall Conference to be held on October 27-28, 2016, at the Jackson Marriott. As part of our service to the people of Mississippi, MJC provides continuing education to judges and other court officials in our judicial system. We are pleased to have the opportunity to work with you on this and other continuing education endeavors.

Hopefully, you will find the conference rewarding as well as educationally stimulating and beneficial to your needs. MJC trusts that your visit to the Jackson Marriott will be both an educational and enjoyable one.

If you have any questions about the information contained in this electronically transmitted brochure, please feel free to contact Linda Beasley, Program Manager or Krista Poynor, Program Coordinator. The contact information is listed on the registration page of this brochure.

 **MARK YOUR 2017 CALENDARS**

April 25-27, 2017 Court Administrators Spring Conference
Beau Rivage - Biloxi, MS

October 26-27, 2017 Court Administrators Fall Conference
Jackson Marriott, Jackson, MS

FALL CONFERENCE INFORMATION

Conference Registration

Please complete the registration form in this brochure, and then email, fax, or mail to MJC on or before **Monday, September 26, 2016**. For your convenience, you may also register for the conference using the Registration Form that is accessible on the MJC website.

Hotel Reservations

The Jackson Marriott will serve as our host hotel for this conference. To make your overnight reservations, please follow the instructions on the "Making Your Reservation" page of this brochure. Reservations must be made directly with the Jackson Marriott. **Your room must be guaranteed with a credit card to confirm your reservation.**

Hotel Parking

For conference attendees, MJC has arranged for complimentary self-parking in the Jackson Marriott Parking Garage. MJC cannot reimburse for parking expenses.

Judicial Education

The Fall Conference will provide 6 hours of continuing education credit. The conference agenda will be posted to MJC's website (mjc.olemiss.edu) at a later date.

Travel & Meal Reimbursement

A travel allowance of .54 cents per mile will be paid to court administrators who drive their own vehicle and live outside a 30 mile radius of Jackson. A reimbursement form for meals and mileage will be provided by MJC in the conference notebook that you will receive at registration. A complimentary continental breakfast will be served on the Friday morning of the conference in Windsor II.

MJC Reimbursement Policy

100% attendance of education class time is required of all MJC constituent groups who are eligible for reimbursement. This includes mileage, meals, and lodging.

MAKING YOUR RESERVATIONS



Reservations for the conference can be made by calling 1-800-256-9194. Inform the reservations clerk that you will be attending the Mississippi Court Administrators Fall Conference sponsored by the Mississippi Judicial College. Alternatively, reservations for the conference can be made online at:

<http://www.marriott.com/hotels/travel/janmc-jackson-marriott/>

Enter the code **MCAMCAA** and the required information. The single or double room rate for the conference is \$89.00.

The deadline for making reservations with the Jackson Marriott in the MJC room block is on or before September 26, 2016.

The Jackson Marriott has reserved a limited block of rooms for the night of Thursday, October 27th. Any reservations made after September 26, 2016, are subject to availability and the regular hotel rates.

The Jackson Marriott has been instructed to direct bill the room rate for all eligible court administrators for the night of Thursday, October 27th. However, reservations must be made directly with the Jackson Marriott and must be guaranteed by a major credit card when you contact the hotel. Please be sure to write down the confirmation number that is given to you by the hotel reservationist. Should cancellation of individual reservations become necessary, the Jackson Marriott requires 72 hours notice prior to the scheduled check-in time.

For driving instructions to the Jackson Marriott, visit their web site at

<http://www.marriott.com/hotels/travel/janmc-jackson-marriott/>



REGISTRATION FORM

Mississippi Court Administrators Fall Conference
Jackson Marriott ~ October 27-28, 2016

To register for the conference, please complete the following and return to MJC on or before **September 26, 2016:**

Linda Beasley or Krista Poynor
Mississippi Judicial College
P.O. Box 1848
University, MS 38677

Telephone: 662-915-5955
Fax: 662-915-7845
E-mails: mjcregistration@olemiss.edu

Name (Please Print)

Type of Court Administrator

Office Mailing Address

City

State

Zip

Office Telephone

Office Fax

E-Mail Address

The Jackson Marriott will serve as the host hotel for the conference. Please mark below whether you intend to make overnight reservations. You will need to contact the Marriott directly and follow the instructions on "Making Your Reservations" page of the brochure.

YES, I will contact the Jackson Marriott and reserve overnight accommodations for the fall conference by the deadline of **September 26, 2016.**

I am attending, but will not be making reservations at the Marriott for this conference.

I acknowledge that MJC requires **100% attendance** to be eligible for reimbursement of mileage, meals, and lodging.

MISSISSIPPI JUDICIAL COLLEGE STAFF

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Please visit and bookmark our website.
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