

TO: COUNTY ELECTION COMMISSIONERS

FROM: ANNIE KILCREASE, PH.D.
ECAM TRAINING DIRECTOR

RE: ECAM SUMMER WORKSHOPS

DATE: MAY 2, 2013

The Summer Workshops will again be conducted in Lyman, Brandon and Grenada. The presenters will be from ECAM and the offices of the Secretary of State and the Attorney General.

The workshops will provide valuable information on the topics that have been requested and/or identified as needed by commissioners, along with pertinent issues from the Attorney General. The sessions will be presented in a hands-on, interactive format. Afternoon sessions are planned to provide additional training for newly elected and/or newly appointed commissioners. In an effort to be sensitive to commissioners' schedules, these afternoon sessions are planned in lieu of having additional whole day trainings. Though the afternoon sessions are designed for new commissioners, other commissioners are welcome to attend.

Please indicate in the identified space on the attached Registration Form your intent to attend the afternoon session.

THINGS TO DO PRIOR TO THE WORKSHOP

1. Enclosed is a Registration Form. Please fill out and return if you plan to attend. It is very important to register by May 30, 2013, so we will be able to adequately prepare for those attending. Please also indicate your attendance at the afternoon session.
2. Request approval from your Supervisors. You are provided per diem for up to twelve (12) training days per year (23-15-211)
3. You will receive certificate of attendance upon completion of each day's training.
4. Workshop materials will be posted on the ECAM website and the website of the Secretary of State. Please check both websites frequently so that you may download the material. You will need to bring these materials with you to the workshop, along with your code book.
5. Please list any questions you have on your registration form.
6. This is **Not Certification Training** and cannot be used as such in any manner.

REGISTRATION FORM

ECAM SUMMER WORKSHOPS

(Sponsored by ECAM and the Secretary of State's Office)

Name		
Mailing Address		
City	State	Zip Code
Home Phone	Office	Fax
Email Address		
County	District	
Name of Election Commissioner Chair		

Workshop Session Schedule

8:30 a.m.~9:00 a.m.	Registration
9:00 a.m.	Workshop Begins
1:15 p.m.	Morning session ends
1:20 p.m.	Afternoon session begins
3:30 p.m.	Afternoon session ends

Work Session Locations

Tuesday, June 11, 2013	Lyman	District 2 Community Center 15035 County Farms Road; Lyman, MS 39503
Tuesday, June 18, 2013	Brandon	Brandon Baptist Church; 100 Brandon Baptist Road; Brandon, MS 39402
Tuesday, June 25, 2013	Grenada	Taylor Hall; 600 Butler Street; Grenada, MS 38902

Please place a mark in the appropriate space below to indicate your plans to attend the afternoon session.

- I plan to attend the afternoon session.
- I do not plan to attend the afternoon session.

Mail completed registration form to:
 Mr. Gary Knight
 4168 North Lake Claiborne Road
 Port Gibson, MS 39150

Pre-Registration Deadline is Thursday, May 30, 2013