



**DELBERT HOSEMANN**  
*Secretary of State*

TO: Circuit Clerks  
County Election Commissioner Chairs

FROM: Matt Grubbs  
Director of Elections Administration/HAVA Administrator

DATE: January 20, 2011

SUBJECT: SEMS Advanced Training 2011

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The Secretary of State's office invites you to attend one of the "SEMS Advanced" training sessions listed on the attached pre-registration form. To reserve seating, each participant should complete and submit the attached pre-registration form. **Please pre-register for the session you wish to attend; space is limited.** The training sessions can accommodate one (1) participant from the Circuit Clerk's office and one (1) participant from the Election Commission for each county. Please coordinate with your members to determine who will attend. Only 12 places will be available at each session, so the sooner you register, the more likely you will be able to attend the session of your choice. Please see the attached syllabus for specific details regarding the course.

The materials that you will need to bring with you to the class will be placed on the Secretary of State's secure website (<https://www.sos.ms.gov/electftp>) by February 3<sup>rd</sup>.

The time for each session is 9:00 a.m. to 4:00 p.m. with a break for lunch. ***Pre-registration is mandatory.*** Register for the session of your choice by completing the enclosed form and returning it to our Office by the registration deadline, **January 31, 2011. Space is limited.**

Please fax or mail your completed registration form by January 31<sup>st</sup>

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If you have any questions or need assistance, please feel free to email or contact me at the information above. We look forward to seeing you at the training.