

TO: Circuit Clerks
County Election Commissioner Chairs

FROM: Matt Grubbs
Director of Elections Administration/HAVA Administrator

DATE: February 2, 2012

SUBJECT: GEMS Election Operations Training 2012

The Secretary of State's office invites you to attend one of the "GEMS Election Operations" training sessions listed on the attached pre-registration form. **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** (we will not be able to reserve any seats outside of this). To reserve seating, each participant should complete and submit the attached pre-registration form. Please determine who will benefit most from this training in your office and coordinate with your members to verify who will attend. **Please pre-register for the session you wish to attend; space is limited.** *We kindly request that those who register for a session plan on attending or please give our office enough notice in advance of cancellations to accommodate other counties who may want to attend in your place.* See the attached syllabus for specific details about the course.

The training material, in which you will need to bring to the class, will be posted on our secure site (www.sos.ms.gov/electftp) by February 17th at 5:00.

Please fax or mail your completed registration form by February 17th, to the attention of:

Lindsay Leonard, Elections Training Coordinator
MS Secretary of State's Office
Post Office Box 136
Jackson, MS 39205-0136
Lindsay.Leonard@sos.ms.gov
Phone: 601-359-6687
Fax: 601-576-2545
Fax #2: 601-359-5019