



**DELBERT HOSEMANN**  
*Secretary of State*

TO: Circuit Clerks  
County Election Commissioner Chairs

FROM: Matt Grubbs  
Director of Elections Administration/HAVA Administrator

DATE: June 3, 2010

SUBJECT: Election Operations for GEMS Training 2010

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The Secretary of State's office invites you to attend one of the "Election Operations for GEMS" 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 10 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 about the course.

To obtain the materials that you will need to bring to the class, please access the secure site that has been set up for counties to be able to download training materials. Please see the attached instruction sheet on how to access this site in order to get the GEMS Elections Operations Training Guide.

You will also find the pre-registration form attached. The time for each session is 8:30 a.m. to 5:00 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 deadline of **June 28<sup>th</sup>, 2010. Space is limited.**

Please fax or mail your completed registration form by June 28<sup>th</sup>, to the attention of:

Amanda Frusha  
MS Secretary of State's Office  
Post Office Box 136  
Jackson, MS 39205-0136  
[Amanda.Frusha@sos.ms.gov](mailto:Amanda.Frusha@sos.ms.gov)  
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If you have any questions or need assistance, please feel free to email or call. We look forward to seeing you at the training!