



DELBERT HOSEMANN
Secretary of State

MEMORANDUM

TO: COUNTY ELECTION COMMISSIONERS AND CIRCUIT CLERKS
FROM: MATT GRUBBS, HAVA ADMINISTRATOR 
RE: SEMS TRAINING
DATE: JULY 30, 2009

The Secretary of State's Office will conduct several SEMS training classes for the county election commission officials and circuit clerks in October 2009. While clerks are welcome this training will cover voter roll maintenance more than other functions. The dates for the SEMS basic training classes are October 13, 16, 20, 22, 23, 27, 29, and 30, 2009. Please choose three possible dates and the time you would like to attend. The location will be in the Conference Room at The Secretary of State's Office 700 North Street, Jackson, MS. SEMS advance training will be conducted online and that information will be provided at a later date. A map to the location is included with this memo.

Attached you will find a pre-registration form. Please complete this form, and return it to our office by fax on or before August 31, 2009. Please use a cover sheet and fax it to 601-359-1499 attention SEMS Training. Pre-registration is mandatory. It allows our agency to make adequate plans for seating, training materials, training rooms, and refreshments.

If you have questions or need further information, please call Marie Hemmingway at (601)-359-5213 or Matt Grubbs at (601) 359-6582 or 1-800-829-6786. Thank you,

Enclosures



DELBERT HOSEMANN
Secretary of State

**BASIC SEMS TRAINING 2009
PRE-REGISTRATION FORM**

Please completely fill out this form with the requested information.

Name: _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ Office Phone: _____

Cell Phone: _____ Fax: _____

County : _____ Position : _____

E-MAIL: _____

Please select three (3) of the following dates on which you would like to receive training. By placing 1, 2, or 3 beside that date you select. With 1 being the most desired. Morning sessions (AM) will last from 8:00 am to 12:00 pm, and afternoon (PM) sessions will take place from 1:00 pm to 5:00 pm.

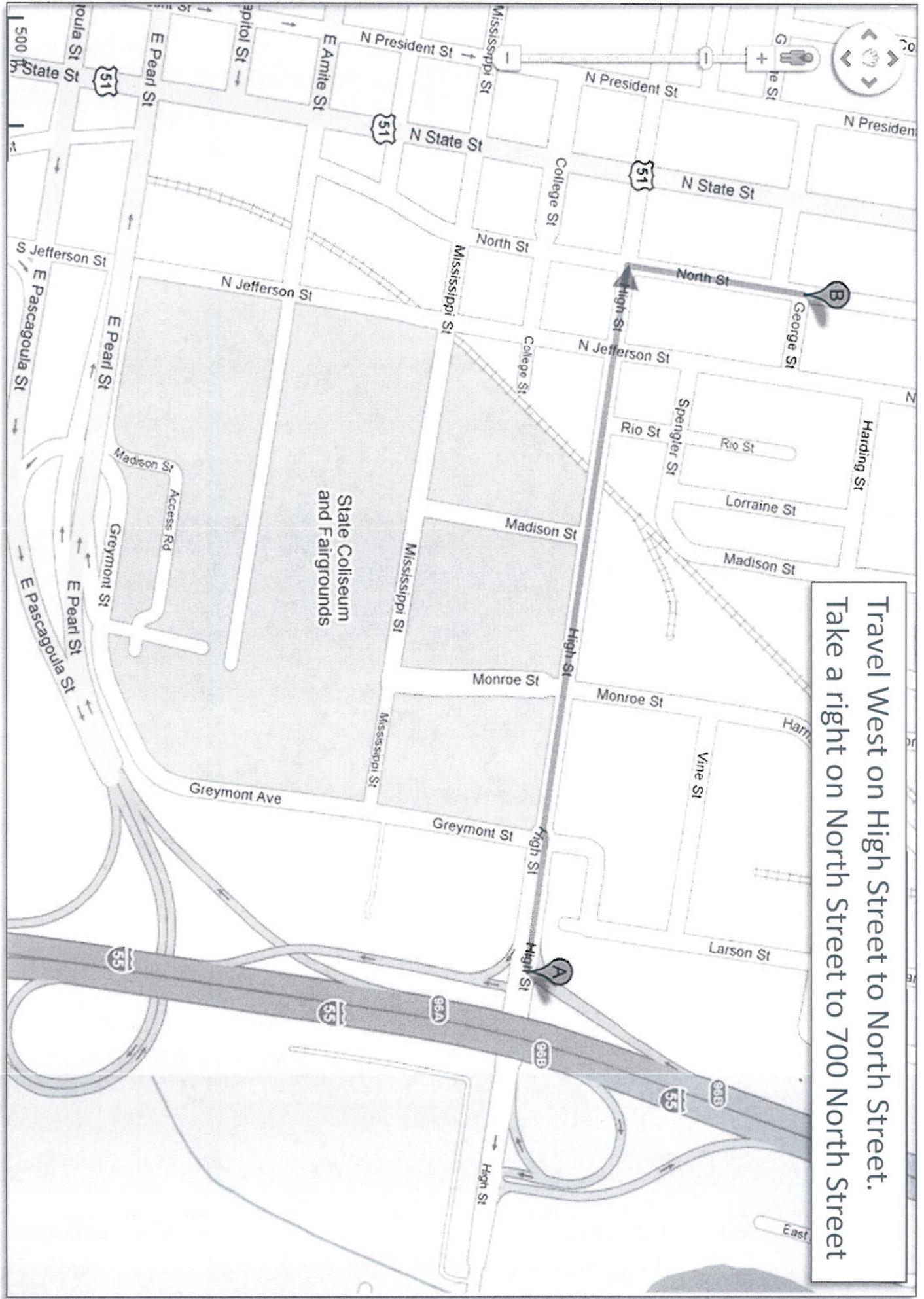
October 13, 2009 (AM) October 22, 2009 (AM) October 29, 2009 (AM)
 October 13, 2009 (PM) October 22, 2009 (PM) October 29, 2009 (PM)

October 16, 2009 (AM) October 23, 2009 (AM) October 30, 2009 (AM)
 October 16, 2009 (PM) October 23, 2009 (PM) October 30, 2009 (PM)

October 20, 2009 (AM) October 27, 2009 (AM)
 October 20, 2009 (PM) October 27, 2009 (PM)

Training sessions will be held in the Conference Room at the Secretary of State's Office, located at 700 North Street in Jackson.

Please fax this form to (601) 359-1499, by August 31, 2009.
To: Attention SEMS Training



Travel West on High Street to North Street.
Take a right on North Street to 700 North Street