

MEMO



FLORIDA SHERIFFS ASSOCIATION

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WEB SITE: www.flsheriffs.org

DATE: February 19, 2010

TO: **Prospective Conference Participants**

FROM: Peggy Goff, Assistant Executive Director of Administration

RE: **2010 Administrative Management & Jail Conference**

WHEN: April 5-8, 2010

WHERE: Gaylord Palms Resort & Convention Center
6000 W. Osceola Parkway
Kissimmee, FL 34746
Phone: 407/586-0000

Please mark your calendars and make reservations to attend the Florida Sheriffs Association's 2010 Annual Administrative Management & Jail Conference. This year's program is filled with sessions that are of tremendous importance to your agency's operations and speakers that are subject matter experts in their field of instruction.

For the very first time, we are **combining the Administrative Management and Jail Conferences**, which will provide four different training tracks of topics and issues to choose from over a three-day period. Training tracks will include Finance & Accounting, Human Resources, Jails, and Command Staff, and you may choose classes from any one of the four training tracks when deciding on your curriculum.

Seminar participants will also have the opportunity to interact with sponsoring firms that will be exhibiting a variety of products and services that are pertinent to the specific needs of your agency's operations.

So mark your calendars and be sure to attend FSA's 2010 Annual Administrative Management & Jail Conference to be held April 5-8 at the Gaylord Palms Resort & Convention Center in Kissimmee, Florida.

Name Badges . . .

All participants must wear their FSA issued name badges to all functions, particularly meal functions, as our badge is your admission ticket into each event. Your voluntary compliance with this policy is greatly appreciated!

Conference Training Fees . . .

Conference training fees are \$200 per person. **If you plan to bring your spouse to the conference, please include the name on the registration form along with a payment of \$125. This price does not include admission into the training sessions, but pays for all meal functions.**

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Note: This course may be approved for mandatory retraining credit and the expenditure of local dollar funds at the discretion of the participant's agency head or their designee.

Conference Program . . .

A Tentative Program is enclosed to assist with your course selection (draft form subject to change as planning continues).

Conference Registration . . .

If your schedule permits your attendance, please return your registration form as soon as possible, using the return envelope enclosed. Checking the days/functions/classes which you plan to attend will enable us to make arrangements for appropriate meeting facilities, determining meal counts and arranging all other activities. If you have any questions, please contact Patti Brigance or Rneé Stockton at (850) 877-2165.

Hotel Reservations . . .

If you desire overnight accommodations at the Gaylord Palms Resort & Convention Center, contact them at 407/586-2000, or via the enclosed reservation form which has been provided for your convenience. Please identify yourself as attending the Florida Sheriffs Association Administrative Management & Jail Conference.

PLEASE MAKE YOUR RESERVATIONS EARLY. THE HOTEL CUTOFF DAY IS MONDAY, MARCH 15TH - AFTER THE CUT-OFF DATE REQUESTS WILL BE ACCEPTED ON A SPACE AND RATE AVAILABLE BASIS.

Please take the time to make arrangements for your conference attendance now. We look forward to seeing you in Kissimmee.

PG:lm

Enclosures: Tentative Program
Individual Attendee Registration Form (return to FSA)
Reservation Form **(fax to hotel at 407/586-2259)**