

**The Mississippi Judicial College**  
*announces registration for the*  
**Court Administrators Fall Conference**

**October 24 - 25, 2019**

**Marriott ~ Jackson, MS**

**200 E. Amite St.  
Jackson, MS**

**MAKING YOUR RESERVATION**

**MJC - Court Administrators 2019**

**Call 601-969-5100 or book online at**

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1567182227701&key=GRP&app=resvlink>

**A credit card will be needed to reserve the room; however, the room charge will be direct billed to MJC Master Account. Any charges outside of contracted lodging rate, are the responsibility of the conference attendee. If it becomes necessary to cancel your reservation, you will need to contact the Marriott within 72 hours of your scheduled check-in time.**

**The room block will drop Tuesday, October 15, 2019**

**(Reservations made after this deadline will be subject to the best available rate, however, MJC will reimburse only up to the contracted rate)**

**Hotel check-in is 3:00 p.m., checkout is 11:00 a.m.**

**REGISTRATION:** Held onsite from 11:00 a.m. until 12:45 p.m. on Thursday, October 24, 2019. You will be on own for lunch.

**PROGRAM:** Commences at 1:00 p. m. on Thursday, October 24, 2019 and will conclude on Friday, October 25, 2019 at approximately 12:00 p.m. **Please visit <https://mjc.olemiss.edu/conferences/> for continually updated agenda.**

**MEALS:** Breakfast will be provided Friday, October 25, 2019. All other meals during the conference to be reimbursed at MJC rate. If you commute for the conference you will not be reimbursed for dinner on Thursday, October 24, 2019

**TRAVEL:** **Court Administrators** who drive personal vehicles will be reimbursed at the rate of .58 cents per mile.

**The MJC Board of Governors has adopted a 100% attendance policy at all state mandated conferences, Mississippi Court Administrators are required to attend 100% of the program to be reimbursed for mileage and meals.**

Coordinated by:  
The Mississippi Judicial College  
A division of the University of Mississippi School of Law  
P.O. Box 1848, University, Mississippi 38677  
Tracey Daniel, Program Manager (email: [tracey@olemiss.edu](mailto:tracey@olemiss.edu)) (Office: 662-915-1226)  
Krista Poynor, Program Coordinator (email: [kbpoynor@olemiss.edu](mailto:kbpoynor@olemiss.edu)) (Office: 662-915-1248)  
Facsimile: 662-915-7845