

U.S. Department of Labor

Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street, S.W.  
Atlanta, Georgia 30303



JAN 15 2008

REGION 3 WIA & SWA ISSUANCE NO. 08-04

SUBJECT: Region 3 Administrative Directors' and Fiscal Officers' Meeting

1. Purpose. To announce the upcoming Administrative Directors' and Fiscal Officers' Meeting.
2. Scope. This meeting is applicable to the Financial and Administrative Directors and Managers of State Workforce Investment Act Agencies and State Workforce Agencies.
3. Discussion. The Mississippi Department of Employment Security (MDES) will host the Annual Region 3 State Administrative Directors' and Fiscal Officers' Meeting on April 7-9, 2008. The meeting will begin at 1 p.m. on April 7, 2008, and end at noon on April 9, 2008. The meeting will be held at the Beau Rivage Resort & Casino in Biloxi, Mississippi. The Web site is [www.beaurivage.com](http://www.beaurivage.com). The room rate for the meeting is \$129.00 (single or double occupancy), plus taxes. Hotel reservations can be made by calling 1-888-383-7037. All reservations must be accompanied by a first night's room and tax deposit or guaranteed with a major credit card of the individual seeking the room. Room availability cannot be guaranteed after March 8, 2008. The reference code for making a reservation is "Region 3 Financial Conference."

We are preparing a draft agenda and will transmit it to you in the near future. In the meantime, please submit suggested agenda items to Jim Schlottman at [schlottman.jim@dol.gov](mailto:schlottman.jim@dol.gov) or Richard Clark at [clark.richard@dol.gov](mailto:clark.richard@dol.gov). Attendees should register via e-mail or fax by providing the information requested on the attached registration form to Dianne Hackett at MDES by March 7, 2008, so that an accurate number may be obtained for space and logistical requirements. You may contact Dianne Hackett or Wendy Wood at 601 1321-6118/601-321-6125 or by email [dhackett@mdes.ms.gov](mailto:dhackett@mdes.ms.gov)/[wwood@mdes.ms.gov](mailto:wwood@mdes.ms.gov).

4. Flight Information. The Gulfport-Biloxi Airport is 14 miles from the Beau Rivage Resort & Casino. All conference attendees are responsible for making their own travel arrangements. Shuttles run from the airport with the first stop being the Beau Rivage Resort & Casino. The cost of the shuttle is \$12.00 one way and \$22.00 round trip. The shuttle service is Hotard Coaches Incorporated and they can be reached at 1-800-647-3957.
5. Contact. For logistical information, please call or e-mail Dianne Hackett/Wendy Wood at the phone numbers or e-mail addresses listed above. For program information, you may contact Jim Schlottman at 404-302-5309 or Richard Clark at 404-302-5317.
6. Expiration Date. April 15, 2008

  
HELEN N. PARKER  
Regional Administrator

Attachment

Region 3 Administrative Directors' and Fiscal Officers' Meeting

**REGISTRATION FORM**

The Beau Rivage Resort & Hotel, Biloxi, MS  
April 7 - 9, 2008

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PARTICIPANT INFORMATION

Please type or print your information as it should appear on each name badge.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Please check one:  SWA  SWIA

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Needs:  Accessibility/Disability Assistance \_\_\_\_\_

Dietary \_\_\_\_\_

Other \_\_\_\_\_

PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION  
No later than: March 8, 2008 - Beau Rivage Resort & Casino - (888)383-7037

Group Name: "Region 3 Financial Conference"

Registration Forms are due by March 7, 2008

Please duplicate this form if you have more than one person attending. Completed registration forms can be e-mailed or faxed to the contact persons listed below:

Dianne Hackett  
601-321-6118 Phone  
[dhackett@mdes.ms.gov](mailto:dhackett@mdes.ms.gov)  
601-321-6060 Fax

Wendy Wood  
601-321-6125 Phone  
[wwood@mdes.ms.gov](mailto:wwood@mdes.ms.gov)  
601-321-6060 Fax

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY