

U.S. Department of Labor

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



August 10, 2005

REGION 3 WIA AND SWA ISSUANCE NO. 05-07

SUBJECT: Region 3 Financial and Administrative Directors Roundtable

1. Purpose. To announce the upcoming Financial and Administrative Directors Roundtable.
2. Scope. This event is applicable to Financial and Administrative Directors as well as Managers of State Workforce Investment Act Agencies and State Workforce Agencies.
3. Discussion. The Kentucky Office of Employment and Training has agreed to host this year's Annual Region 3 Financial and Administrative Directors Roundtable. The event will begin at 1 p.m. on November 2, 2005, and conclude at 4 p.m. on November 4, and will be held at the historic Seelbach Hilton in Louisville, Kentucky. The hotel's website is www.seelbachhilton.com. The room rate for the event is \$81.00 (single or double occupancy), plus taxes. Hotel reservations may be made by calling 1-800-333-3399. Please make your reservations early because room availability cannot be guaranteed after October 7, 2005.

Attendees may register via email or fax using the attached registration form. Please send the registration form and the \$50 registration fee for this meeting to DeDe Conner of the Kentucky Office of Employment and Training by October 7, 2005.

We are preparing a draft agenda and will transmit it to you in the near future. In the meantime, please submit any suggested agenda items via email to Jim Schlottman at schlottman.jim@dol.gov or Richard Clark at clark.richard@dol.gov.

4. Flight Information. The Louisville International Airport is just seven minutes from downtown Louisville. All conference attendees are responsible for making their own travel arrangements. The hotel offers complimentary airport shuttle service for all registered guests.
5. Contact. For additional information, please contact Jim Schlottman or Richard Clark at 404/562-2095. If you have questions regarding registration, you may contact DeDe Conner at 502/564-2367.
6. Expiration Date. November 15, 2005.

A handwritten signature in cursive script, appearing to read "Helen N. Parker".

HELEN N. PARKER
Regional Administrator

Attachment

REGISTRATION FORM
(Registration deadline is October 7, 2005)

REGION 3 FINANCIAL AND ADMINISTRATIVE DIRECTORS MEETING
November 2-4, 2005

NAME: _____

TITLE: _____

PROGRAM (WIA OR SWA): _____

AGENCY: _____

ADDRESS: _____

CITY AND STATE: _____ ZIP CODE: _____

TELEPHONE: (____) _____

EMAIL ADDRESS: _____

THERE IS A REGISTRATION FEE OF \$50.00 FOR THIS MEETING.

METHOD OF PAYMENT:

- 1) Purchase order followed by agency check, which must be received no later than October 28, 2005.
- 2) Personal check must be received no later than October 28, 2005.
- 3) Make purchase orders and checks payable to the Kentucky Office of Employment and Training Taxpayer ID # 61-0600439

PLEASE SEND REGISTRATIONS, PURCHASE ORDERS, AND CHECKS TO:

DeDe Conner
Kentucky Office of Employment & Training
Budget & Support 2-CB
275 East Main Street
Frankfort, KY 40621
TELEPHONE: (502) 564-2367
FAX: (502) 564-7799
EMAIL: dedet.conner@ky.gov

NOTE: Please email, fax or mail your registration form by the deadline to DeDe Conner