

**U.S. Department of Labor**

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



**MAR 19 2009**

REGION 3 WIA & SWA ISSUANCE NO. 09-05

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 Alabama Department of Industrial Relations will host the Annual Region 3 State Administrative Directors' and Fiscal Officers' Meeting on April 8-10, 2009. The meeting will begin at 1 p.m. on April 8, 2009, and end at noon on April 10, 2009. The meeting will be held at the Perdido Beach Resort, 27200 Perdido Beach Boulevard, Ocean Beach, Alabama 36561. The Web site is <http://www.perdidobeachresort.com>. The room rate for the meeting is \$119 (single or double occupancy), plus applicable taxes. Hotel reservations can be made by calling the Group Reservation Line, at 1-800-634-8001. When making reservations, attendees are to identify themselves as participants of the U. S. Department of Labor, Booking ID # 6623, in order to receive the group rate. All reservations must be received no later than 5 p.m. on March 31, 2009. Room availability cannot be guaranteed after March 31, 2009.

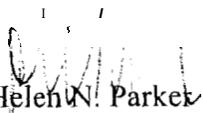
We are preparing a draft agenda and will transmit it to you in the near future. In the meantime, please submit suggested agenda items to Jim Schlottman at [schlottman.jim@dol.gov](mailto:schlottman.jim@dol.gov) or Richard Clark at [clark.richard@dol.gov](mailto:clark.richard@dol.gov). Attendees should register via e-mail or fax by providing the information requested on the attached registration form to Ms. Patricia Cannon so that an accurate number may be obtained for space and logistical requirements. Ms. Cannon can be reached by fax at (334) 242-829 or by e-mail to [Patricia.Cannon@Dir.Alabama.gov](mailto:Patricia.Cannon@Dir.Alabama.gov).

4. Early Departure Policy. The hotel will confirm arrival and departure dates at the time the reservation is made. Individuals will be asked at check-in to confirm their departure dates. Should any individual check-out prior to the confirmed check-out date, an early departure fee will be charged to the individual. The current fee is 50 percent of the room rate.

5. Transportation Information. Driving instructions from the Pensacola and Mobile airports to the Perdido Beach Resort can be reached via the hotel's Web site.

6. Contact. For logistical information, please call Ms. Patricia Cannon at (334) 242-8303. For program information, you may contact Jim Schlottman at (404) 302-5309 or Richard Clark at (404) 302-5317.

7. Expiration Date. April 10, 2009.

  
Helen N. Parker -  
Regional Administrator

Attachment

Region 3 Administrative Directors' and Fiscal Officers' Meeting

REGISTRATION FORM

April 8 - 10, 2009

PARTICIPANT INFORMATION

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

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

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

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

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 31, 2009

Group Name: "DOL Regional Financial Conference"

Registrations are due by March 23, 2009

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

Ms. Patricia Cannon  
Fax Number: (334) 242-8299  
E-mail: Patricia.Cannon@Dir.Alabarna.gov.

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY