

DAC/ODAA KEY PERSONNEL SEMINAR

April 23-24, 2009

Hampton Inn & Suites - Oklahoma City Bricktown

Pre-Registration Deadline - April 10, 2009

This seminar is designed for all Oklahoma District Attorneys' support staff, administrative assistants and JustWare users. Thursday, April 23rd, registration begins at 8:45. The Oklahoma District Attorneys Association will sponsor a hospitality suite Thursday evening. Friday, April 24th, registration begins at 8:30 a.m., and the conference adjourns at 12:00 noon.

NOTE: The following three training sessions will be held at DAC in the computer room and are limited to the first nine registrants: DAConnect training on Thursday morning, with a repeat Thursday afternoon; and, the JustWare 4.6 training on Friday morning.

TOPICS

Budget • Legislative Update • JustWare 5.0 • DUI & Traffic Offenses • Destruction of Criminal & Juvenile Case Files • Domestic Violence - How to be Part of the Solution • DAConnect Training • JustWare 4.6 Hands-on Computer Training • and more!

HOTEL INFORMATION

The Hampton Inn & Suites is located at 300 E. Sheridan in downtown Oklahoma City, Oklahoma. Reservations may be made by calling 1-405-232-3600. **The cut-off date for hotel reservations is Friday, April 10, 2009. Please tell them you are with the Oklahoma District Attorneys Council - Key Personnel Seminar. The Group Code is DAC.** Also, if you have special needs for accommodations, please tell them know when you make your room reservation. Check-in time is 3:00 p.m. and checkout time is noon.

EXPENSES

Hotel room rates are \$99 single/double per night. The DAC will reimburse you for your mileage, per diem, and up to the group rate for lodging pursuant to the State Travel Reimbursement Act for Wednesday and Thursday night. Additional expenses should be reimbursed through your district budget.

ATTIRE

Nice Casual.

MORE INFORMATION

Marcia Gingrich or Trent Baggett, 1-405-264-5000 or 1-800-959-8668. You may also e-mail us at Marcia.gingrich@dac.state.ok.us or Trent.Baggett@dac.state.ok.us.

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Name: _____

District # & County: _____

Employee ID #: _____

Title: _____

Found on your Payroll Check Advice (Earning Statement) at the top, middle of page.

I will attend the Key Personnel Training at the Hampton: Thursday A.M. Thursday P.M. Friday A.M.

I will attend the DAConnect Training at the DAC Headquarters: Thursday A.M. or Thursday P.M.

I will attend the JustWare 4.6 Computer Training at the DAC Headquarters: Friday A.M.

Mail or fax by the April 10th deadline to:

DAC • Attn: Marcia Gingrich • 421 NW 13th Street, Suite 290 • OKC, OK 73103
(405) 264-5000 • (800) 959-8668 • Fax (405) 264-5099