

# MEMO

To: All Administrative Assistant's/Office Administrators  
From: Jim Kaitschuk, Executive Director  
Subject: Administrative Assistants Seminar  
Date: September 8, 2021

The Illinois Sheriffs' Association Administrative Assistant's Seminar will be held at the President Abraham Lincoln Hotel by Doubletree, Springfield, IL on October 21 & 22, 2021!! ONLINE REGISTRATION IS AVAILABLE AT [www.ilsheriff.org](http://www.ilsheriff.org)

Registration will be open from 10:30 a.m.- 1:00 p.m. on Thursday, October 21<sup>st</sup>.

The registration fee of \$300 will cover one night's lodging, lunch & evening reception on Thursday and breakfast on Friday. Parking at the ramp is included in your fee and you can pick up your parking pass at the hotel front desk. If you are attending and sharing a room the registration is discounted to \$150 for the additional person. If you do not need a hotel room the cost of the conference is \$150. Attire for all events will be casual. *If you are planning on arriving on Wednesday, you will be responsible for the cost of the hotel room at \$115.00. You must supply credit card information on the registration form.*

We already have a great program scheduled and **we encourage everyone to attend!!** This will be a great opportunity to learn, make new friends, and have a lot of fun!

**It is imperative that the registration is returned to Teri ASAP!** The Hotel has very strict policies regarding room blocks. Teri will be booking your hotel accommodations for the night of October 21<sup>st</sup> (and the 20<sup>th</sup> if needed) so you do not need to contact the hotel for your room reservations.

If you have any questions, please email Teri Schroeder at [Teri@ilsheriff.org](mailto:Teri@ilsheriff.org)

*Hope to see you there!*

**Illinois Sheriffs' Association  
ADMINISTRATIVE ASSISTANT  
SEMINAR REGISTRATION**

**October 21 & 22, 2021**

**President Abraham Lincoln Hotel by Doubletree  
701 East Adams Street  
Springfield, IL**

**Registration must be received BY OCTOBER 10<sup>TH</sup>  
Email or fax your forms to: [Teri@ilsheriff.org](mailto:Teri@ilsheriff.org)**

**NAME \_\_\_\_\_ County \_\_\_\_\_**

**TITLE \_\_\_\_\_**

**E-Mail Address \_\_\_\_\_**

**REGISTRATION FEES**

**\$300.00/Person Includes hotel room for one night and meals**

**\$150.00/2<sup>nd</sup> Person Sharing a Room**

**\$150.00 No hotel needed (Commuting)**

**TOTAL \$ \_\_\_\_\_**

**CHECK #: \_\_\_\_\_**

**Visa**  **Master Card**  **AmEx**

**Name on Card: \_\_\_\_\_**

**Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_**

**ROOM RESERVATION FOR OCTOBER 21<sup>ST</sup> (included in conference fee)**

**Check In Date \_\_\_\_\_ Check Out Date \_\_\_\_\_**

**Sharing a room with: \_\_\_\_\_**

**I need a room for WEDNESDAY, OCTOBER 20<sup>TH</sup> too : \$115 additional for extra night**

**CC#: \_\_\_\_\_**

**Exp. Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_**