



G. B. Gamm

State Auditor's Required Annual Seminar for State Licensing Boards

Marriott Hotel, Charleston, West Virginia
December 2, 2014

Pursuant to W. Va. Code §30-1-2a, the State Auditor shall provide at least one seminar each year to inform the state licensing boards of the duties and requirements imposed by state law and rules. The statute also requires the chairperson, the executive director or the chief financial officer of each board to annually attend this seminar. In addition, each board member must attend at least one of these seminars during each term of office.

DATE: Tuesday, December 2, 2014 - 8:30am - 4:30pm (*Lunch/Breaks provided*)
The seminar begins promptly at 8:30am — Seminar registration opens at 7:30 a.m. (2nd Floor)

LOCATION: Marriott Hotel, 200 Lee Street, E, Charleston, West Virginia

REGISTRATION FEE: \$85.00 **DEADLINE:** November 14

HOTEL ACCOMMODATIONS: \$102.00/night. Reserve a room by contacting the hotel directly at **(304) 345-6500**. To receive the adjusted rate, be sure to mention the seminar date and "WV State Auditor's Meeting." The cut-off date to reserve a room is Monday, **November 10, 2014**.

If you have any questions, contact Nancy Pennington, Event Coordinator at 304-558-2251, ext. 2117 or email: events@wvsao.gov.

Register online at: <http://www.wvsao.gov/meetings> (Preferred method)

If you do not take advantage of online registration, please mail or fax the registration form before **November 14, 2014**. Payment of the registration fee must be submitted prior to the seminar. *Due to financial commitments to the facility, no refunds will be processed after November 24, 2014.* However, we will be happy to transfer the registration to another participant representing your board.

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Registration Deadline: November 14

Registration Fee: \$85.00

Please Print:

Name: _____ Title: _____

Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ (For Invoice and Receipt)

REGISTER ONLINE:

<http://www.wvsao.gov/meetings>

FAX

304-340-5080 or 304-558-5327

MAIL TO:

State Auditor's Office
Attention: Nancy Pennington
2014 Licensing Board Seminar
Building 1, Room W-100
Charleston, West Virginia 25305