



**ACRA SPRING MEETING**  
**JUNE 11 - 12, 2010**  
**HOT SPRINGS, ARKANSAS**

**Hotel Information: Embassy Suites, 400 Convention Blvd., Hot Springs, AR 71901**  
**Reservations: 501-624-9200 | Room Rate is: Single \$159.00 | Register Soon**  
**Be sure to mention Arkansas Court Reporters Association when booking**  
**Cut-off date for hotel reservations is May 11, 2010**

**Mark your calendars for the Spring Meeting to be held June 11 - 12, 2010 at the Embassy Suites Hotel in Hot Springs. The theme is Sharpening Your Tools.**

## **SHARPENING YOUR TOOLS**

**June 11 - 12, 2010 | Hot Springs, Arkansas**

### **AGENDA**

<b>FRIDAY</b>	<b>7:30-8:30</b>	<b>Registration</b>
	<b>8:30-9:30</b>	<b>Physical Therapist—Your Body is Your Most Important Tool</b>
	<b>9:30-9:45</b>	<b>Break</b>
	<b>9:45-11:15</b>	<b>Security &amp; Emergency Preparedness-Protecting Yourself</b>
	<b>11:30-12:45</b>	<b>Lunch/Business Meeting</b>
	<b>1:00-2:00</b>	<b>Court Reporting Procedures 101</b>
	<b>2:00-2:15</b>	<b>Break</b>
	<b>2:15-3:15</b>	<b>Hone Your Microsoft Word Skills</b>
	<b>3:15-3:30</b>	<b>Break</b>
	<b>3:30-5:00</b>	<b>Dressing Your Transcripts with Templates</b>
	<b>5:00-????</b>	<b>Happy Hour with R.B. Causey</b>
<b>SATURDAY</b>	<b>7:30-8:30</b>	<b>Breakfast</b>
	<b>8:30-9:30</b>	<b>Lawyer’s Dos and Don’ts For Court Reporters</b>
	<b>9:30-9:45</b>	<b>Break</b>
	<b>9:45-11:15</b>	<b>Protecting Your Important Files with Password Protection/File Encryption</b>
	<b>11:15-11:30</b>	<b>Break</b>
	<b>11:30-12:45</b>	<b>Conquering Those Excel Documents</b>

**Continuing Education Credit will be available through Arkansas, NVRA and NCRA (approval pending)**

Refunds for meeting registration fees will be determined on a case-by-case basis by the ACRA Board.  
 All refund requests must be made in writing and submitted to ACRA prior to the event for consideration.  
 ACRA reserves the right to refuse vendors and advertisers at the Board’s discretion.



P.O. Box 65  
Warren, AR 71671

## REGISTRATION FORM

Full Name: \_\_\_\_\_

First Name for Badge if Different: \_\_\_\_\_

Credentials for Badge:  CCR  CSR  CVR  RPR  Other, please list: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Registration Fees:	Before May 27th	After May 27th and at door
ACRA Member	\$100.00	\$125.00
Non-Member	\$250.00	\$275.00

Total Amount Enclosed: \$ \_\_\_\_\_

Submit Payment (Check or Money Order) to:

**ACRA**  
**P.O. Box 65**  
**Warren, AR 71671**  
Fax: (870)226-5425

**Or register online: [www.acraonline.us](http://www.acraonline.us)**  
**Click on "Spring MTG Registration" on left menu**  
Email: [membership@acraonline.us](mailto:membership@acraonline.us)

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**Embassy Suites Hotel**  
400 Convention Blvd.  
Hot Springs, AR 71901

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**Room Rate is: \$159.00**

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