



124 West Capitol Ave
Suite 1000



Little Rock, Arkansas 72201
800-832-6242 (AR only)

501-907-2490
aalrc.org

TO: Adult Education and Literacy Council Directors

FROM: Wendy Bryant, Learning and Development Administrator

Training Date: September 11th & 12th, 2025

Fall Administrators Meeting

We are excited to welcome you to this year's Fall Administrators Conference, a required meeting for leaders of adult education programs and literacy councils funded through adult education grants. This annual event is designed to provide the latest updates on federal and state guidelines, program accountability, and effective documentation practices. Attendees will gain practical strategies for strengthening program quality and ensuring student success. In addition to learning sessions, the conference offers valuable opportunities to network with colleagues, share best practices, and exchange ideas. Together, we'll explore solutions to current challenges and celebrate the progress happening across our programs. We look forward to your participation and another productive year of collaboration and growth.

To book rooms online: <https://www.hilton.com/en/attend-my-event/ar-adult-education-administrators-meeting/>

To book rooms by phone: Dial 1-800-EMBASSY, and give the code: **C 92L**

Please note that the parking deck for overnight guests is [\$12.00] per day for surface lot self-parking OR [\$17.00] per day for garage lot self-parking.

The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or info@aalrc.org regarding any special needs required during training, such as accessibility, equipment, learning, and dietary restrictions. In addition, the AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.



Fall Administrators Meeting

Take advantage of the hotel's offered amenities during your stay:

- Government Per Diem for those overnight guests with government identification, including counties and municipalities
- Overnight guest parking at 100% discount of standard rates, self-parking, surface lot, \$0.00
- Complimentary made-to-order breakfast for all overnight guests
- Complimentary evening reception for all overnight guests, including libations and light fare
- Two-room suite accommodations
- Complimentary guest room Wi-Fi with Hilton Honors membership.
- This membership is free and instantaneous [Hilton Honors - Earn Points, Hotel Rewards, and More](#)

The room block will close on **9/3/2025** at 4 PM CST. All unused rooms in the block will release back into hotel general inventory at this time and the group rate will no longer be available.

NOTE: Adult education funded participants will be reimbursed according to state travel guidelines (refer to Program Memo ADED 24-05 for full Travel Policy Guidelines). Only one car per 4 participants can receive mileage reimbursement unless prior written authorization from Dr. Trenia Miles, Director, Workforce Connections, Adult Education Office, has been obtained. For 1-day trainings, participants must live or work (whichever is closer) 150 miles or more from Little Rock to receive lodging reimbursement for the night before. Total maximum lodging reimbursement per night is \$110 plus tax. Participants must submit an original signed hotel receipt for reimbursement.

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