

OFFICE OF THE GOVERNOR

KAY IVEY
GOVERNOR



STATE OF ALABAMA

ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

KENNETH W. BOSWELL
DIRECTOR

MEMORANDUM

TO: Interested Parties

FROM: Kenneth W. Boswell, Director *KWB*

DATE: February 20, 2024

RE: Alabama Research and Development Enhancement Fund Program
Grant Application Workshop

The Alabama Department of Economic and Community Affairs will be hosting the Alabama Research and Development Enhancement Fund (ARDEF) Program grant application workshop on February 29, 2024. This will be an in-person workshop that will begin at 10:00 a.m. in the 7th floor auditorium of the Alabama Center for Commerce. The address is 401 Adams Avenue, Montgomery, AL. The parking deck is located across the street at 400 Adams Avenue and may be accessed from the Decatur Street entrance by using the following code: **815280**.

Individuals who will attend the workshop in person must contact Ms. Jackie Esty at jackie.esty@adeca.alabama.gov to pre-register by 5:00 pm CST on Monday, February 26, 2024. Persons with disabilities or special needs who may require special materials, services, or assistance should notify Ms. Esty by email or call (334) 242-5292.

The workshop will also be accessible via Microsoft Teams at the same time identified above. For those individuals joining the workshop virtually, you will need to register for the workshop via this link: [Alabama Research and Development Enhancement Fund \(ARDEF\) Program - Application Workshop](#).

If you have any questions concerning this notice, please contact Ms. Shonda Gray, ARDEF Program Supervisor, at (334) 242-5365 or shonda.gray@adeca.alabama.gov. Thank you for your attention to this matter.

KWB:JBL:je