



INTERNATIONAL
REGISTRATION
PLAN, INC.

IFTA / IRP ANNUAL AUDIT WORKSHOP Registration Packet

*IFTA, Inc. and IRP, Inc. wish to extend an
invitation to attend the upcoming workshop*

**Omni Galleria Houston
Houston, Texas**



February 28 – March 2, 2017



**Preliminary Agenda of the
IFTA/IRP Audit Workshop
Omni Galleria Houston
Houston, TX**

| Monday, February 27 | |
|-----------------------------|---|
| 1:00 – 5:00 p.m. | Onsite Workshop Check-in and Assistance |
| 5:00 – 7:00 p.m. | Planning and Preparation Meeting <ul style="list-style-type: none"> • Final review of materials and technology requirements |
| Tuesday, February 28 | |
| 7:00 a.m. – 5:00 p.m. | Workshop Check-in and Assistance |
| 7:00 – 8:30 a.m. | <i>Continental Breakfast (Provided)</i> |
| 7:45 – 8:15 a.m. | IFTA/IRP History (Optional) |
| 8:30 – 9:30 a.m. | Official Opening <ul style="list-style-type: none"> • Welcome <i>David Nicholson (OK), IFTA Audit Committee Chair</i> • Housekeeping <i>Chester Cook (GA), IRP Audit Committee Chair</i> <p style="margin-left: 40px;">What’s New IFTA <i>Lonette L. Turner (IFTA, Inc.)</i></p> <p style="margin-left: 40px;">What’s New IRP <i>Tim Adams (IRP, Inc.)</i></p> <ul style="list-style-type: none"> • Ice Breaker |
| 9:30 – 10:00 a.m. | <i>Networking Break (Provided)</i> |



Tuesday, February 28

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|--------------------------|---|
| 10:00 a.m. – 12:00 p.m. | <p>General Session Begins</p> <ul style="list-style-type: none"> • Ballot Implementations and Potential Ballots <i>Mr. Nicholson, Mr. Cook, Helen Varcoe (MT), Renee Kyser (AL)</i> • Working Groups • Best Practices Guides • Electronic Credentials Overview <i>Jeff Hood (IN)</i> • IFTA Website |
| 12:00 – 1:00 p.m. | Lunch (Provided) |
| 1:00 – 2:30 p.m. | <p>General Session Resumes</p> <ul style="list-style-type: none"> • A Day in the Life of a Trucker <i>Mahlon Gragen (ATC Transportation)</i> • GPS Vehicle Demonstration –Valet Parking Garage |
| 2:30 – 3:00 p.m. | Networking Break (Provided) |
| 3:00 – 5:00 p.m. | <p>General Session Continues</p> <ul style="list-style-type: none"> • Unreported Jurisdictions when Records are Inadequate for IFTA and IRP <i>Ms. Kyser and Heidi Crawford (NE)</i> • IFTA Unqualified Vehicles • Credits for Non-Appportionable IRP Vehicles <i>Ms. Kyser and Ms. Crawford</i> |



| Wednesday, March 1 | |
|---------------------------|---|
| 7:00 a.m. – 5:00 p.m. | Workshop Assistance Center |
| 7:00 – 8:30 a.m. | <i>Continental Breakfast (Provided)</i> |
| 7:45 – 8:15 a.m. | IFTA/IRP Audit 101 (Optional) – <i>to be held in a breakout session room location</i> |
| 8:30 – 10:00 a.m. | Breakout Sessions Begin <ul style="list-style-type: none"> • Manual Records Scenarios <i>Diana Kay (FL), Bob Gattinella (RI), Kristie Zanis (NH), and Stacey Hammock (WY)</i> • Electronic Records Scenarios <i>Wayne Brown (NE), Anthony Madsen (WA), Joel Foreman (NE), and Kelly Heaton (AR)</i> • General Scenarios <i>Tom Sullivan (IN), Jimmy Tompkins (AL), Beth Duda (AZ), and Marsha Douglas-Roy (QC)</i> • GPS Vendor Demonstrations <i>Charlie LeFew, Clint Howells (ID), and Michaela Van Dyke (NV)</i> |
| 10:00 - 10:30 a.m. | Networking Break (Provided) |
| 10:30 a.m. – 12:00 p.m. | Breakout Sessions Resume <ul style="list-style-type: none"> • Manual Records Scenarios • Electronic Records Scenarios • General Scenarios • GPS Vendor Demonstrations |
| 12:00 – 1:30 p.m. | Lunch (Provided) |



Wednesday, March 1

| | |
|-------------------------|--|
| 1:30 – 3:00 p.m. | <p>Breakout Sessions Continue</p> <ul style="list-style-type: none"> • Manual Records Scenarios • Electronic Records Scenarios • General Scenarios • GPS Vendor Demonstrations |
| 3:00 – 3:30 p.m. | Networking Break <i>(Provided)</i> |
| 3:30 – 5:00 p.m. | <p>Breakout Sessions Conclude</p> <ul style="list-style-type: none"> • Manual Records Scenarios • Electronic Records Scenarios • General Scenarios • GPS Vendor Demonstrations |

Thursday, March 2

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|-------------------------|--|
| 7:00 a.m. – 5:00 p.m. | Workshop Assistance Center |
| 7:00 – 8:30 a.m. | Continental Breakfast <i>(Provided)</i> |
| 8:00 – 10:00 a.m. | <p>General Session Resumes</p> <ul style="list-style-type: none"> • Panel Discussion – Breakout Wrap-Up • What to Ask for when Conducting an Electronic Audit <i>Ms. Crawford and Mr. Foreman</i> • Tips for Conducting a GPS Audit • Tips and Tools <i>Mr. Tompkins</i> |



Thursday, March 2

| | |
|---------------------------|---|
| 10:00 - 10:30 a.m. | Networking Break <i>(Provided)</i> |
| 10:30 a.m. – 12:00 p.m. | <ul style="list-style-type: none"> • Town Hall Meeting <i>Mr. Nicholson, Mr. Cook, Ms. Varcoe, and Ms. Kyser</i> • Workshop Wrap-Up <i>Mr. Nicholson, Mr. Cook, Ms. Varcoe, and Ms. Kyser</i> |
| 12:00 - 1:30 p.m. | Lunch <i>(Provided)</i> |
| 1:30 – 2:30 p.m. | Jurisdiction Only Meeting <i>Mr. Nicholson, Mr. Cook, Ms. Varcoe, and Ms. Kyser</i> |
| 2:30 – 4:00 p.m. | IFTA and IRP Joint Audit Committee Meeting |
| 4:00 – 5:30 p.m. | Industry Advisory Committee Meeting |

Friday, March 3

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|------------------------|------------------------------|
| 8:00 a.m. – 1:00 p.m. | IFTA Audit Committee Meeting |
| 8:00 a.m. – 12:00 p.m. | IRP Audit Committee Meeting |



Omni Galleria Houston Hotel



4 Riverway
Houston, TX
1-800-THE-OMNI
www.omnihotels.com/hotels/houston

Online Hotel Reservations:

For online reservations visit the IFTA, Inc. website, IFTA Events, 2017 IFTA/IRP Audit Workshop web page

Registration Deadline

January 27, 2017

On-site Check-In

February 27 (Monday)
1:00 – 5:00 p.m.

Registration Fees:

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|------------------------------------|----------|
| Member Jurisdiction Representative | \$435.00 |
| Industry and General Public | \$485.00 |
| Exhibitor (Product Display) | \$700.00 |



Hotel Fees:

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|----------------|-----------------|
| Room Rate | \$135.00 |
| Tax | 17% |
| Transportation | \$27 one way |

Quote based on Super Shuttle service provided from George Bush Intercontinental Airport (IAH)

Alternate transportation options are available by visiting <http://www.fly2houston.com/iah/ground-transportation/>.



Registration Form

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|---|-------------------------|-------------------------------|
| REGISTRATION DEADLINE | January 27, 2017 | |
| REGISTRATION FEES (Listed in US Funds) | Check One: | |
| Jurisdiction Member | <input type="radio"/> | \$435.00 |
| Industry and General Public | <input type="radio"/> | \$485.00 |
| Exhibitor (Product Display) | <input type="radio"/> | \$700.00 |
| Sponsorship Packages Available | <input type="radio"/> | Contact IFTA, Inc. |

*Credit Cards and cash are **not** accepted as forms of registration payment.
 Attendees can pay their registration fees by **check, money order, or PayPal.**
 Jurisdiction representatives may also pay registration fees by **ACH.**
 Individual or group invoices are available upon request.*

| | | | |
|-----------------------------------|------------------------------|------------------------------|--|
| FIRST NAME: | | LAST NAME: | |
| TITLE: | | | |
| COMPANY/ ORGANIZATION: | | | |
| MAILING ADDRESS: | | | |
| CITY: | STATE / PROVINCE: | ZIP /POSTAL CODE: | |
| TELEPHONE: | | E-MAIL: | |







Registration Questions

1. Are you a first time attendee? YES NO
2. Do you audit: IFTA IRP BOTH
3. Please check the listing which best identifies your position:
- Jurisdiction Auditor
 - Trucking Company
 - 3rd Party Vendor
 - Jurisdiction Management
4. Please tell us how many years of audit experience you have in the box provided:



Registration Information

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|----------------------|---|
| Penalty: | A \$50.00 (USD) penalty will be added to all registration fees not paid, not paid in full, or not received by IFTA, Inc. on or before March 2, 2017 . |
| Liability: | Persons that pre-register and fail to attend, without paying the fee or canceling in writing 5 working days in advance of the meeting (2/21/17), will be liable for the full cost of their registration fees. |
| Cancellation: | Cancellation of attendance must be provided to IFTA, Inc. in writing no later than February 21, 2017 . On site cancellations or lack of cancellation notice will result in a full registration fee being assessed. |
| Refunds: | Refunds are only for those persons having paid the registration fees in advance and have provided written notice of their cancellation five (5) working days (2/21/17) in advance of the meeting. |
| Payment: | <p>Credit Cards and cash are no longer accepted as forms of registration payment. Attendees can pay their registration fees by PayPal, check, money order, or ACH. Contact Amanda Koeller regarding all ACH payments at akoeller@iftach.org.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">IFTA, Inc. FEIN: 86-0640757</p> <p style="text-align: center;">MAKE CHECKS OR MONEY ORDERS PAYABLE TO IFTA, INC. (in US Funds) Mail to: 912 W. Chandler Blvd., B-7 Chandler, AZ 85225-4910</p> <div style="display: flex; justify-content: space-between; align-items: center;">  </div> |
| Questions: | <p style="text-align: center;">REGISTRATION QUESTIONS AND ASSISTANCE</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> <p>Contact IFTA, Inc. Tammy Trinker Phone: (480) 839-4382 ext. #1 Fax: (480) 839-8821 Email: tdtrinker@iftach.org</p> </div> </div> |



Other Information

EXHIBITOR INFORMATION \$700 USD

Exhibitor Fee Entitles Delegates to the Following:

- * Exhibitor Registration for 1 Person
- * One Exhibitor Table with 1 Chair
- * Access to 1 Electrical Outlet
- * Access to Complete Meeting Functions

For additional set-up needs, it is the responsibility of the **Exhibitor/Sponsor to contact the hotel and make the necessary arrangements. Below is the hotel contact that can assist in arranging additional needs for our exhibitors and sponsors.**

Gregory Thacker
Conference Services Manager
gregory.thacker@omnihotels.com
(713) 624-4840

SPONSORSHIP INFORMATION 4 LEVELS AVAILABLE

- * **Supporters**
- * **Associates**
- * **Partners**
- * **Event Sponsor**

If you are interested in sponsoring events during this workshop please contact IFTA, Inc. for additional information and pricing.

IFTA, Inc.
Debora Meise
Senior Director
(480) 839-4382 ext. 3
dmeise@iftach.org