



# **2024 IFTA Educational Forum Registration Information**

**June 3 -7, 2024**

*IFTA, Inc. Team and the Board of Trustees wish to extend an invitation to attend the largest IFTA, Inc. event in 2024!*

**The Westin Downtown Denver  
Denver, CO**



# PRELIMINARY AGENDA

<b>Monday, June 3</b>
<b>IFTA Educational Forum Check-In and Assistance Center</b>
<b>General Session</b> As we open this unique and innovative forum, we will be joined by an Honor Guard for the presentation of our nations' colors and the National Anthems of the United States and Canada. We will then hear from a distinguished speaker with welcoming comments to the Mile High City and the beauty that is Colorado. We will then go over some general housekeeping notes, an overview of the Breakouts and the day's events, and guidance on how the various ongoing "ice breakers" will be conducted. From there, we are off and running to an exciting series of Breakout Sessions.
<b>Breakout Session #1 - IFTA Licensing/IRP Registration</b> A comprehensive look at the licensing and the registration processes. We will explore what must be done by carriers, how jurisdictions evaluate the propriety of a license or registration application, and how licensing affects all stakeholders including law enforcement and audit to result in a proper and valid IFTA license or IRP cab card being issued.
<b>Breakout Session #2 - IFTA Tax Return/IRP Fee Schedule</b> In this session we examine how the tax return and fee schedule is structured, how a return is filed, and we explore common issues that arise from poorly constructed returns or a failure to understand the returns filing process. We will look at issues such as exemptions, how non-receipted fuel is reported, data integrity validation, the emergence of alternative fuels, and much more! We will look into how the filed returns and the fees schedule affect or may be affected by stakeholders such as audit, law enforcement, service providers, and IT development companies.
<b>Breakout Session #3- Understanding Roadside Enforcement</b> Ever wonder what the guy with the badge does and how it affects you? Experts in the field of law enforcement will discuss what happens at roadside enforcement checks. With the aid of not only visuals, but exhibits, our presenters will walk you through not only what happens at roadside but what tools and platforms they use to get a clear picture of whether the vehicle, driver, and entity overall is in compliance with IFTA, IRP, UCR, FMCSA, and other government programs. The presenters will show you, the attendee, why roadside enforcement is a critical component to your role within administering or complying with IFTA and IRP.
<b>General Session</b> After a very interactive, lively, and informative day we will reconvene in General Session. The afternoon session will be divided into two parts. The first, is a review of day's breakouts. A moderator will interact with panelists who were lead presenters during the day's breakout sessions. We'll explore questions that came up during the breakouts, challenges from issues confronting both the jurisdictions and industry, and seek consensus on resolving issues. After a break to refresh, interact with fellow attendees, and contemplate the day's events, we will reconvene for a truly thought provoking and enlightening session. A look into the future. A moderator and a panel of stakeholders from a broad spectrum of our community will discuss how Licensing, Credentialing, Returns Processing, and Roadside Enforcement will be affected by the world that is rapidly changing and evolving. You, the attendee, will be tasked with working with those at your tables to address the various issues and challenges we will all face in this changing world. How will these changes affect your jurisdiction, your business, your own job? Alternative fuels, different methods of vehicle propulsion, an expanded definition of what is taxed and how, new and innovative ways of imposing and collecting tax, and how we can and must maintain the uniformity of IFTA that is four decades strong to benefit all stakeholders will be the focus of this forum within the Forum.
<b>Tuesday, June 4</b>
<b>IFTA Educational Forum Check-In and Assistance Center</b>
<b>General Session</b>

As we open Day 2 of the Educational Forum, we will go through any housekeeping notes, and walk through an overview of the upcoming Breakouts. Next, we will take a few moments to answer any additional questions from Monday's sessions or to address questions that you may have thought of after Monday's agenda had concluded. We will then adjourn the General Session for the day's Breakout Sessions.

**Breakout Session #1 - Records, Records, Records**

In this session we look at what records are commonly kept and what data elements must be present to be in compliance. We take a deeper look at what other records are available that you may not have ever thought about. Representatives from industry, audit, administration, and law enforcement will help you understand not only what is required under the provisions of the Agreement and Plan, but how to make use of alternative records and information to result in determining a more accurate view of the carrier's operations resulting in compliance.

**Breakout Session #2 - IFTA Clearinghouse/Funds Netting**

What is the Clearinghouse, how does it work, and how does Funds Netting affect me? Find out from the experts from IFTA, Inc., the Clearinghouse Advisory Committee, administrators, auditors, law enforcement and industry how the Clearinghouse data can help you in discharging your duties. Learn about where to find "it", download reports, and more! We'll also take a more in depth look at the data integrity rules and the funds netting calendar requirements.

**Breakout Session #3 - What Is Real, What Is Fake?**

Think every document, receipt, license, plate, or decal is authentic? They're not. Let our presenters from law enforcement, administration, audit, and industry share exhibits and stories of real-life situations where not all is as it appears. We'll teach you ways of identifying records and other documentation that are not authentic even though they appear to be.

**General Session**

At the conclusion of Day 2's Breakout Sessions, we will reconvene again to go over a summary of what took place during those breakouts. A moderator will interact with lead presenters during the day's breakout sessions. Once again, we'll explore questions that came up during the breakouts, and seek consensus on resolving the issues that were raised throughout the breakout sessions. After a break, we will reconvene for the day's look into the "crystal ball". A moderator and a panel of stakeholders from our community will discuss how the future will affect Recordkeeping, the IFTA Clearinghouse, and the identification and verification of the authenticity of records and documents will be affected by our changing world and how every stakeholder will be impacted. Once again, you will be tasked with working with those at your tables to address the various issues and challenges we will all face in the very near future to arrive at consensus of the path forward. The interaction between you and your fellow attendees is with an eye on maintaining a sound and cooperative Agreement that benefits both jurisdictions and the motor carrier industry.

**Wednesday, June 5**

**IFTA Educational Forum Check-In and Assistance Center**

**General Session**

Day 3 opens with housekeeping notes and a walk through an overview of the day's Breakouts. We will then answer any additional questions from Tuesday's sessions or to address questions that you may have thought of after Tuesday's agenda had concluded. We will then adjourn the General Session for the day's Breakout Sessions.

**Breakout Session #1 - Audit Process Selection Through Review Of Internal Controls**

From audit selection and meeting stratification requirements to deciding on whether an audit or records review is appropriate, determining what certain red flags mean and using information from sources such as the Clearinghouse and Law Enforcement, let our presenters guide you in understanding the types of pre-audit work that will be effective, compliant, and result in a fair assessment of the licensee's records. Learn about effective communications in the Opening Conference, a meaningful examination of internal controls, and much more in this interactive session.

**Breakout Session #2 - Audit Process Tools You Can Use**

It's Tool Time. Learn about the various tools you can use as an auditor and how the interdependencies with other stakeholders such as licensing and credentialing personnel, law enforcement, and yes, the licensee, can provide you with various tools to assist in conducting the audit. See how IFTA and IRP can be dependent upon each other to result in reporting compliance by licensees and registrants across North America.

### **Breakout Session #3 - Audit Process Reviewing Records**

The heart of the audit process. What records exist? What records do you need? Are those records sufficient and appropriate and are they authentic? How to ask the right questions to get the records and data needed to determine reporting compliance by the licensee or registrant. We'll also explore and how to address the various challenges confronting a very large segment of the trucking industry, the service provider.

### **General Session**

By now, you know that the afternoon General Sessions will be very interactive and attendee participation based. A moderator and the lead breakout presenters will take us through what issues arose in the breakouts and offer insight into how we can work together to arrive at consensus on a solution. After the break, it's back to the future. Our moderator and panelists will offer thoughts on how the future will affect the audit selection process, audit stratification, records reviews, and how the future will impact communication with the licensee and change the way internal controls evaluations take place. We will also explore what the future means for both joint shops and split shops in addressing the various needs for the auditing of both IFTA and IRP. Lastly, we will discuss how future events will affect and enhance the "tool box" auditors will have at their disposal along with how records will be maintained and examined in the future and how this will impact all jurisdictional personnel, carriers and more significantly, service providers. Once again, you and your fellow attendees will have the opportunity to discuss and develop ideas and theories that will help shape policy and regulations for the future while maintaining the mission of IFTA.

## **Thursday, June 6**

### **IFTA Educational Forum Check-In and Assistance Center**

#### **General Session**

Day 4 opens with housekeeping notes and a walk through an overview of the day's Breakouts. We will then answer any additional questions from Wednesday's sessions or to address questions that you may have thought about but didn't ask. We will then adjourn the General Session for the day's Breakout Sessions.

#### **Breakout Session #1 - Audit Process Calculating And Applying Error Rates**

It's time for math class! When is an error projectable? What is a non-recurring error and how should they be addressed? How is an error rate calculated? What happens when Mr. Taxpayer says, "That's a one-off"? What happens when additional information surfaces from reliable sources such as law enforcement that may change everything, and what might that information be? How might the projection of an outlier affect not only the licensee but your fellow member jurisdictions?

#### **Breakout Session #2 - Audit Process Effective And Clear Report Writing**

You've done the work and now you must explain in writing what you did to multiple parties. How do you do that? What must be included in your audit report? Who might see your report? Does your report accurately explain the workpapers you created? Our presenters walk us through how to construct a clear and effective audit report that will stand up to multiple tests.

#### **Breakout Session #3 - Beyond The Audit**

The work is complete. You've written your report. Your job is done. Or is it? We'll examine what happens beyond the audit. Who are the other stakeholders that are involved in your audit? What happens when the licensee blames others for the failure to comply? Learn about appeals, settlements, requests for additional testing, and more! We will also dive into how your audit may risk dispute resolution and be subject to critique in a program compliance review. We'll find out just how important a thorough, compliant and well documented audit is to multiple parties and the risks associated with audits that do not meet the various documentation standards.

**General Session**

Day 4’s afternoon General Sessions will feature both a discussion to wrap up and address any issues or questions from the Breakout Sessions and then, after a break, we will have a very engaging discussion of what the future might look like, how IFTA will be same, and how it will be different. Our moderator and panelists will offer thoughts on how our changing world will impact our entire community and very likely other stakeholders well beyond those in attendance. Each of us will be challenged with addressing how the future state of IFTA will look in terms of developing and applying error rates, how a clear, concise, and thorough audit report will look, and how the audit process and execution of the audit examination will affect those beyond the audit itself. How will jurisdictions and carriers or service providers interact in the future? How will a future audit impact other stakeholders such as Program Compliance, Dispute Resolution, and the legal community both within and outside of the membership? As we bring a close to this session, you will have the opportunity to share your views with the panelists and your fellow attendees, so be sure to participate as we examine how our world is changing as together, we discuss how to address those changes!

**Friday, June 7**

**IFTA Educational Forum Check-In and Assistance Center****General Session**

What a way to end a busy, informative, and inspirational week! Be sure that your travel plans permit you to stay with us through midday on Friday for another series of relevant presentations designed to inform and enlighten. After some housekeeping, we will hear from keynote speakers who will educate and motivate us on several issues of interest affecting the motor carrier industry and member jurisdictions. We will have updates from the IFTA, Inc. Board of Trustees, our Executive Director, and the IFTA, Inc. Team. From there, we have something very special to interest each of you. We have secured rooms and planned for a variety of separate stakeholder-based sessions for you to further discuss and interact with each other. Law Enforcement, Industry, Audit, and Administrators and Managers will have to opportunity to directly address each other in an interactive forum designed to address areas of specific interest to that stakeholder group. A great conclusion to the most innovative and interactive event IFTA, Inc. has ever conducted!

**Keynote Speakers**

Join us for some important and enlightening presentations from our Keynote Speakers. Informative and motivational, these speakers will set the stage for the perfect ending to a very interactive and educational week.

**Stakeholder Meetings**

If your schedule permits, be sure to attend a session of your choice as our major stakeholder groups will convene for what will enhance what we discussed during the week in a mini “Town Hall” experience. Interact in a smaller venue with fellow law enforcement, industry, administrative, and audit representatives in discussions unique to that stakeholder group.

**IFTA Educational Forum ends 12:00 PM**

The formalities end at 12:00 pm on Friday as we wish safe travels to all attendees and express sincere thanks to all presenters, panelists, and all who helped make this Educational Forum a huge success!

## Registration Event Information – 2024 IFTA Educational Forum

### Registration Fees if paid by December 31, 2023 (In USD):

Member Jurisdiction Representatives	\$590.00
Industry and General Public	\$650.00
IFTA Subscribers	\$600.00



### Registration Fees if paid after December 31, 2023 (In USD):

Member Jurisdiction Representatives	\$690.00
Industry and General Public	\$750.00
IFTA Subscribers	\$700.00

### Sponsorship:

Contact IFTA, Inc. [dmeise@iftach.org](mailto:dmeise@iftach.org)

**Educational Forum Check-In Begins:** June 2 (Sunday)  
1:00 PM – 5:00 PM

### Registration Deadline for Non-Funded IFTA travelers April 19, 2024.

**Registration Cancellation Policy:** Cancellations received in writing by IFTA, Inc. on or before March 5, 2024, will be fully reimbursed. Cancellations received, in writing, by IFTA, Inc. after March 5, 2024, will be refunded, minus a \$100.00 cancellation fee. **ANY** cancellations received in writing by IFTA, Inc. on or after April 29, 2024, will **NOT** be considered for a refund. Emergency exceptions will be reviewed by IFTA, Inc.



## *Evening Events Information – Something for Everyone!*

### **Monday, 6/3/23**

*Welcome Reception and Networking. Join us poolside to meet new attendees, polished attendees, and share thoughts on IFTA's future.*



### **Tuesday, 6/4/23**

*It's IFTA Night at Coors Field! Join us at this beautiful ballpark to enjoy the National Pastime. We have secured a rooftop private access pavilion, complete with a private bar and restrooms for an evening of baseball as the hometown Colorado Rockies take on the Cincinnati Reds. Tickets and space will be limited. More details to follow.*



### **Wednesday, 6/5/23**

*It's Karaoke Night! Come join us for more networking and singing to IFTA's future. And who knows, we could hear from our next American Idol!*



### **Thursday, 6/6/23**

*Join us for an evening of good times, and good laughs as a local comedian entertains us with some lighthearted humor.*



**Early Registration Event Form – 2024 IFTA Educational Forum**

**EARLY REGISTRATION IF PAID BY DECEMBER 31, 2023.**

**(Limited Availability)**

**REGISTRATION FEES (Listed in US Funds) Check One:**

<b>Board Member, Funded Traveler, Approved Sponsor or IFTA Team</b> <i>(Funded by IFTA)</i>	<input type="checkbox"/>	<b>\$0</b>
<b>Member Jurisdiction Representative</b> <i>(Non-Funded)</i>	<input type="checkbox"/>	<b>\$590.00</b>
<b>IFTA Subscriber</b>	<input type="checkbox"/>	<b>\$600.00</b>
<b>General Public and Industry</b>	<input type="checkbox"/>	<b>\$650.00</b>

**Sponsors/Sponsorship Packages** **Contact:**  
[dmeise@iftach.org](mailto:dmeise@iftach.org)

*Cash is **not** accepted as a form of payment.  
Attendees can pay their registration fees by **check, money order, or Credit Card.**  
Jurisdiction representatives may also pay registration fees by **ACH** and should  
contact IFTA, Inc. at [accounting@iftach.org](mailto:accounting@iftach.org) regarding all ACH payments.*

*Individual or group invoices are available uponrequest.*

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



**Registration Event Form – 2024 IFTA Educational Forum**

**REGISTRATION DEADLINE April 19, 2024 (Limited Availability)**  
**REGISTRATION FEES (Listed in US Funds) Check One:**

Board Member, Funded Traveler, Approved Sponsor or IFTA Team <i>(Funded by IFTA)</i>	<input type="checkbox"/>	\$0
Member Jurisdiction Representative <i>(Non-Funded)</i>	<input type="checkbox"/>	\$690.00
IFTA Subscriber	<input type="checkbox"/>	\$700.00
General Public and Industry	<input type="checkbox"/>	\$750.00

**Sponsors/Sponsorship Packages** **Contact:**  
[dmeise@iftach.org](mailto:dmeise@iftach.org)

*Cash is **not** accepted as a form of payment.  
Attendees can pay their registration fees by **check, money order, or Credit Card.**  
Jurisdiction representatives may also pay registration fees by **ACH** and should  
contact IFTA, Inc. at [accounting@iftach.org](mailto:accounting@iftach.org) regarding all ACH payments.*

*Individual or group invoices are available uponrequest.*

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

**Registration Questions – 2024 IFTA Educational Forum**

1. Do you have food allergies or restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Please identify any food allergies/restrictions here:		
3. I have read and acknowledge the <a href="#">Code of Conduct</a> .	<input type="checkbox"/>	<input type="checkbox"/>
4. I have read and acknowledge the IFTA, Inc. <a href="#">COVID – 19 Policy</a> .	<input type="checkbox"/>	<input type="checkbox"/>
5. All funded travelers, I have read and acknowledge the <a href="#">IFTA, Inc. Travel Policy</a> and <a href="#">IFTA, Inc. Airline Policy</a> .	<input type="checkbox"/>	<input type="checkbox"/>
6. I confirm I have read and agree to the <a href="#">payment and refund</a> information.	<input type="checkbox"/>	<input type="checkbox"/>
7. Select one of the following that best describes you. Click Choose an item.	Drop Down List	

## ***Hotel Event Information – 2024 IFTA Educational Forum***

The Westin Downtown Denver  
1672 Lawrence St.  
Denver, Colorado 80202  
(303) 572-9100

***NOTE: The deadline for booking your room is May 3, 2024, 5 PM MDT.***

***IFTA, Inc. funded travelers MUST contact [travel@iftach.org](mailto:travel@iftach.org) for hotel reservations.***

**Hotel Cut-Off** **May 3, 2024, No Exceptions!**

**Hotel Check-In/Check-Out** 4:00 pm / 11:00 am

### **Hotel Fees (In USD): The Westin Downtown Denver**

Room Rate	<b>\$181.00</b>
Local Tax	15.75%
Nightly Rate Total	\$209.51





Room Reservation Link: [Room Reservation 2024 IFTA Educational Forum](#)

All reservations must be guaranteed with a major credit card.

**Cancellation Policy:** Reservations must be canceled **10 working days in advance** of the meeting (**5/20/24**) by 5 PM MDT, if not the hotel may charge the credit card one (1) night's room fee plus applicable taxes.

Valet Parking (non-taxable)	\$46.00 per night
Transportation	Uber/Lyft/Union Train Station

**Payment Information – 2024 IFTA Educational Forum**

<b>Penalty:</b>	A <b>\$50.00</b> (USD) penalty will be added to <b>all</b> registration fees not paid, not paid in full, or not received by IFTA, Inc. on or before <b>April 29, 2024</b> .
<b>Liability:</b>	Persons that pre-register and fail to attend, without paying the fee or canceling in writing on or after <b>4/29/24</b> , will be liable for the <b>full</b> cost of their registration fees.
<b>Cancellation:</b>	Cancellation of attendance <b>must</b> be provided to IFTA, Inc. in writing <b>no later than March 5, 2024</b> , for a full refund. On-site cancellations or lack of cancellation notice will result in a <b>full</b> registration fee being assessed.  Persons that pre-register and fail to attend, and had their travel paid for by IFTA, Inc., will be liable for <b>all pre-paid expenses!</b>
<b>Refunds:</b>	Refunds are only for those persons having paid the registration fees in advance and have provided written notice of their cancellation before 4/29/2024. All refunds will be completed by the same method the fee was paid whether by ACH, Credit Card, or check.
<b>Payment:</b>	<p>Accepted methods of payment include the following:</p> <ul style="list-style-type: none"> <li>• Credit Card (a link will lead you there when you register for this event online at <a href="http://www.iftach.org">www.iftach.org</a>.)</li> <li>• ACH / Electronic</li> <li>• Check or Money Order</li> </ul> <p>For questions, please contact the IFTA Team at <a href="mailto:accounting@iftach.org">accounting@iftach.org</a></p> <p align="center">IFTA, Inc. FEIN: 86-0640757  <b>MAKE CHECKS OR MONEY ORDERS PAYABLE TO IFTA, INC.</b>  <b>(In US Funds) and Mail to:</b>          PO Box 7147          Mesa, AZ 85216-7147</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>
<b>Questions:</b>	<div style="display: flex; align-items: center;">  <div> <p><b>Contact IFTA, Inc.</b>              BethAnne Dehler              Phone: 480.212.3457              Email: <a href="mailto:travel@iftach.org">travel@iftach.org</a></p> </div> </div>