

INTERNATIONAL
REGISTRATION
PLAN, INC.

IFTA / IRP ANNUAL AUDIT WORKSHOP

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


**Omni Houston Hotel
Houston, Texas**



February 28 – March 2, 2017



**Final Agenda of the
IFTA/IRP Audit Workshop
Omni Houston Hotel
Houston, TX**

Monday, February 27	
1:00 – 5:00 pm	<p><i>First Floor Lobby</i></p> <p>Onsite Workshop Check-in and Assistance</p>
5:00 – 7:00 pm	<p><i>Windsor Salon</i></p> <p>Planning and Preparation Meeting</p> <ul style="list-style-type: none"> • Final review of materials and technology requirements • Dry-Run of presentations
Tuesday, February 28	
7:00 am – 5:00 pm	<p><i>Regency Ballroom Preassembly</i></p> <p>Workshop Check-in and Assistance</p>
7:00 am – 5:00 pm	<p><i>Colonnade Salon Preassembly</i></p> <p>Exhibitor Hall</p>
7:00 – 8:30 am	<p><i>Regency Ballroom Preassembly</i></p> <p><i>Continental Breakfast (Provided) – Sponsored by</i></p> <div style="text-align: center;">  </div>
7:45 – 8:15 am	<p><i>Regency Ballroom DEFG</i></p> <p>IFTA/IRP History (Optional) <i>Ken Carey (IRP, Inc.) and Lonette Turner (IFTA, Inc.)</i></p>
8:30 – 9:30 am	<p><i>Regency Ballroom DEFG</i></p> <p>Official Workshop Opening</p> <ul style="list-style-type: none"> • Welcome, Introductions, and Housekeeping <i>John Poole (TX)</i> <i>David Nicholson (OK), IFTA Audit Committee Chair</i> <i>Chester Cook (GA), IRP Audit Committee Chair</i>




Tuesday, February 28

8:30 – 9:30 am	<p><i>Regency Ballroom DEFG</i></p> <p>Official Workshop Opening Continued</p> <ul style="list-style-type: none"> • What’s New IFTA <i>Ms. Turner</i> • Ice Breaker <i>Bob Gattinella (RI), Diana Kay (FL), and Teresa Weeks (FL)</i>
9:30 – 10:00 am	<p><i>Regency Ballroom Preassembly</i></p> <p>Networking Break (Provided) – Sponsored by</p> <div style="text-align: center; margin-top: 10px;">  </div>
10:00 am – 12:00 pm	<p><i>Regency Ballroom DEFG</i></p> <p>General Session Begins</p> <ul style="list-style-type: none"> • Ballot Implementations and Potential Ballots <i>Debora Meise (IFTA, Inc.) and Mr. Nicholson</i> • Website Changes <i>Mrs. Meise</i> • Working Groups <i>Gary Bennion (XPO Logistics), Dual Fuels Working Group Tim Ford (CA), Program Compliance Working Group Bruce Bierbaum (VT), Annual Report Working Group Jeff Hood (IN), Electronic Credentials Task Force</i> • Best Practices Guides <i>Monica Halstead (IN) and Stacey Hammock (WY)</i>
12:00 – 1:00 pm	<p><i>Grand Salon and Preassembly</i></p> <p>Lunch (Provided) – Sponsored by</p> <div style="text-align: center; margin-top: 10px;">  </div>





Tuesday, February 28

1:00 – 2:30 pm	<p><i>Regency Ballroom DEFG</i></p> <p>Concurrent General Sessions</p> <ul style="list-style-type: none"> • A Day in the Life of a Carrier <i>Nancy Cardone (Coca-Cola Bottling Co. Consolidated)</i> <p><i>Outside Parking Area</i></p> <ul style="list-style-type: none"> • GPS Vehicle Demonstration
2:30 – 3:00 pm	<p><i>Regency Ballroom Preassembly</i></p> <p>Networking Break (<i>Provided</i>) – <i>Sponsored by</i></p> <div style="display: flex; align-items: center; justify-content: center;">  <div style="margin-left: 10px;"> <p>EROAD</p> </div> </div>
3:00 – 5:00 pm	<p><i>Regency Ballroom DEFG</i></p> <p>General Session Continues</p> <ul style="list-style-type: none"> • Knowing What to Ask for in the Course of an Electronic Audit <i>Heidi Crawford (NE) and Joel Foreman(NE)</i> • An Auditor’s Life in an Electronic Records World <i>Mr. Hood and Tammy Day (IN)</i> • Tips and Tools for Auditors <i>Jimmy Tompkins (AL)</i> • Breakout Overview <i>Mr. Nicholson, Mr. Cook, Ms. Varcoe, and Ms. Kyser</i>



Wednesday, March 1

7:00 am – 5:00 pm	<p><i>Regency Ballroom Preassembly</i> Workshop Assistance Area</p>
7:00 am – 5:00 pm	<p><i>Colonnade Salon Preassembly</i> Exhibitor Hall</p>
7:00 – 8:30 am	<p><i>Regency Ballroom Preassembly</i> <i>Continental Breakfast (Provided)</i></p>
7:45 – 8:15 am	<p><i>Colonnade Salon A</i> IFTA/IRP Audit 101 (Optional) <i>Mr. Gattinella, Dawn Lietz (NV), and Kelly Heaton (AR)</i></p>
8:30 – 10:00 am	<p>Breakout Sessions Begin</p> <p><i>Within each of these breakouts, small groups will become fast friends as they work together throughout the day moving from breakout to breakout. In the Manual, Electronic and General sessions, the teams will discuss a variety of audit scenarios related to each topic.</i></p> <p><i>Colonnade Salon A</i></p> <ul style="list-style-type: none"> • Manual Records Scenarios <i>Ms. Kay, Mr. Gattinella, Kristie Zanis (NH), and Ms. Hammock</i> <p><i>Colonnade Salon B</i></p> <ul style="list-style-type: none"> • Electronic Records Scenarios <i>Wayne Brown (NE), Anthony Madsen (WA), Mr. Foreman, and Ms. Heaton</i> <p><i>Regency Ballroom AB</i></p> <ul style="list-style-type: none"> • General Scenarios <i>Tom Sullivan (IN), Mr. Tompkins, Beth Duda (AZ), and Marsha Douglas-Roy (QC)</i> <p><i>Ever wonder about the nuts and bolts of capturing and processing GPS data? Get your questions ready for the GPS vendor breakout where representatives from 4 different providers will demo their product and answer your questions as your small group travels through.</i></p> <p><i>Regency Ballroom C</i></p> <ul style="list-style-type: none"> • GPS Vendor Demonstrations <i>Brittany Clark and Nina Elter (EROAD)</i> <i>Luke Wachtel (Telogis)</i> <i>Stewart Skomra and Scott Barnes (TeMeDa)</i> <i>Carl Robinson (Peoplenet)</i>

Wednesday, March 1	
10:00 - 10:30 am	<p>Networking Break (Provided) – Sponsored by</p> <div style="text-align: center;">  </div>
10:30 am – 12:00 pm	<p>Breakout Sessions Resume</p> <p><i>Colonnade Salon A</i></p> <ul style="list-style-type: none"> Manual Records Scenarios <i>Ms. Kay, Mr. Gattinella, Kristie Zanis (NH), and Ms. Hammock</i> <p><i>Colonnade Salon B</i></p> <ul style="list-style-type: none"> Electronic Records Scenarios <i>Wayne Brown (NE), Anthony Madsen (WA), Mr. Foreman, and Ms. Heaton</i> <p><i>Regency Ballroom AB</i></p> <ul style="list-style-type: none"> General Scenarios <i>Tom Sullivan (IN), Mr. Tompkins, Beth Duda (AZ), and Marsha Douglas-Roy (QC)</i> <p><i>Regency Ballroom C</i></p> <ul style="list-style-type: none"> GPS Vendor Demonstrations <i>Brittany Clark and Nina Elter (EROAD)</i> <i>Luke Wachtel (Telogis)</i> <i>Stewart Skomra and Scott Barnes (TeMeDa)</i> <i>Carl Robinson (Peoplenet)</i>
12:00 – 1:30 pm	<p><i>Grand Salon and Preassembly</i></p> <p>Lunch (Provided) – Sponsored By</p> <div style="text-align: center;">  </div>



Wednesday, March 1

1:30 – 3:00 pm	<p>Breakout Sessions Continue</p> <p><i>Colonnade Salon A</i></p> <ul style="list-style-type: none"> • Manual Records Scenarios <i>Ms. Kay, Mr. Gattinella, Kristie Zanis (NH), and Ms. Hammock</i> <p><i>Colonnade Salon B</i></p> <ul style="list-style-type: none"> • Electronic Records Scenarios <i>Wayne Brown (NE), Anthony Madsen (WA), Mr. Foreman, and Ms. Heaton</i> <p><i>Regency Ballroom AB</i></p> <ul style="list-style-type: none"> • General Scenarios <i>Tom Sullivan (IN), Mr. Tompkins, Beth Duda (AZ), and Marsha Douglas-Roy (QC)</i> <p><i>Regency Ballroom C</i></p> <ul style="list-style-type: none"> • GPS Vendor Demonstrations <i>Brittany Clark and Nina Elter (EROAD)</i> <i>Luke Wachtel (Telogis)</i> <i>Stewart Skomra and Scott Barnes (TeMeDa)</i> <i>Carl Robinson (Peoplenet)</i>
3:00 – 3:30 pm	<p>Networking Break (<i>Provided</i>)</p>
3:30 – 5:00 pm	<p>Breakout Sessions Conclude</p> <p><i>Colonnade Salon A</i></p> <ul style="list-style-type: none"> • Manual Records Scenarios <i>Ms. Kay, Mr. Gattinella, Kristie Zanis (NH), and Ms. Hammock</i> <p><i>Colonnade Salon B</i></p> <ul style="list-style-type: none"> • Electronic Records Scenarios <i>Wayne Brown (NE), Anthony Madsen (WA), Mr. Foreman, and Ms. Heaton</i> <p><i>Regency Ballroom AB</i></p> <ul style="list-style-type: none"> • General Scenarios <i>Tom Sullivan (IN), Mr. Tompkins, Beth Duda (AZ), and Marsha Douglas-Roy (QC)</i>



Wednesday, March 1

3:30 – 5:00 pm

Regency Ballroom C

- **GPS Vendor Demonstrations**
Brittany Clark and Nina Elter (EROAD)
Luke Wachtel (Telogis)
Stewart Skomra and Scott Barnes (TeMeDa)
Carl Robinson (Peoplenet)

Thursday, March 2

7:00 am – 5:00 pm

Regency Ballroom Preassembly

Workshop Assistance Area

7:00 am – 5:00 pm

Colonnade Salon Preassembly

Exhibitor Hall

7:00 – 8:30 am

Regency Ballroom Preassembly

Continental Breakfast (Provided)

8:00 – 10:00 am

Regency Ballroom DEFG

General Session Resumes

- **What's New in IRP**
Mr. Adams
- **Panel Discussion / Breakout Wrap-Up**
- **GPS Vendors Panel Discussion**
- **Unreported Jurisdictions When Records Inadequate for IFTA and IRP**
Ms. Kyser, Ms. Crawford, Mr. Nicholson and Ms. Varcoe
- **IFTA Unqualified Vehicles and Credits for Non-Apportionable Vehicles**
Mr. Nicholson and Ms. Varcoe

10:00 - 10:30 am


Regency Ballroom Preassembly

Networking Break (Provided) – Sponsored by





Thursday, March 2

10:30 am – 12:00 pm	<p><i>Regency Ballroom DEFG</i></p> <p>General Session Resumes</p> <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 pm	<p><i>Grand Salon and Preassembly</i></p> <p>Lunch (Provided)</p>
1:30 – 2:30 pm	<p><i>Regency Ballroom DEFG</i></p> <p>Jurisdiction Only Meeting</p> <p><i>Mr. Nicholson, Mr. Cook, Ms. Varcoe, and Ms. Kyser</i></p>
2:30 pm	<p><i>Beverage Break and Go (Provided) – Sponsored by</i></p> <div style="text-align: center;">  <p>LEGATUS</p> </div>
2:30 – 4:00 pm	<p><i>Grand Salon West</i></p> <p>IFTA and IRP Joint Audit Committee Meeting</p>
4:00 – 5:30 pm	<p><i>Grand Salon East</i></p> <p>Industry Advisory Committee Meeting</p>

Friday, March 3

8:00 am – 12:00 pm	<p><i>Windsor Salon</i></p> <p>IFTA Audit Committee Meeting</p>
8:00 am – 12:00 pm	<p><i>Essex Salon</i></p> <p>IRP Audit Committee Meeting</p>