

INTERNATIONAL
REGISTRATION
PLAN, INC.

IFTA / IRP ANNUAL AUDIT WORKSHOP

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

**Tuscany Suites Hotel & Casino
Las Vegas, Nevada**



February 5 – 7, 2019

Preliminary Agenda
IFTA/IRP Audit Workshop
Tuscany Suites Hotel & Casino
Las Vegas, Nevada

Monday, February 4th	
1:00 p.m. – 5:00 p.m.	<p><i>Florentine Foyer</i></p> <p>Onsite Workshop Check-in and Assistance</p>
3:00 p.m. – 5:00 p.m.	<p><i>Siena</i></p> <p>Industry Advisory Meeting <i>Dennis Vanderslice (ARI Fleet), IFTA Industry Advisory Committee (IAC) Chair</i></p>
5:00 p.m. – 7:00 p.m.	<p><i>Florentine E</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 5th	
7:00 a.m. – 5:00 p.m.	<p><i>Florentine Foyer</i></p> <p>Onsite Workshop Check-in and Assistance</p>
7:00 a.m. – 8:30 a.m.	<p><i>Florentine C</i></p> <p><i>Continental Breakfast (Provided)</i></p>
7:45 a.m. – 8:15 a.m.	<p><i>Florentine EF</i></p> <p>IFTA/IRP History (Optional) <i>Monica Halstead, IFTA, Inc. Business Supervisor</i> <i>Ken Carey, IRP, Inc. Director, IRP Plan Compliance and Education</i></p> <p><i>Newcomers to both IFTA and/or IRP are invited to join this session that will get new attendees up to speed in no time!</i></p>
8:30 a.m. – 9:30 a.m.	<p><i>Florentine A</i></p> <p>Official Opening</p> <ul style="list-style-type: none"> • Welcome and Introductions <i>Dawn Lietz (NV), Motor Vehicles Motor Carrier Administrator</i> <i>Paul J. Enos, Nevada Trucking Association, CEO</i> <i>Beth Duda-Rel (AZ), IFTA Audit Committee Chair</i> <i>Renee Kysler (AL), IRP Audit Committee Chair</i> • Ice Breaker <i>Laurie Mason (NS), Kristie Zanis (NH), and Betsy McCabe (NV)</i>

Tuesday, February 5th

9:30 a.m. – 10:00 a.m.	<p><i>Florentine C</i></p> <p><i>Networking Break (Provided)</i></p>
10:00 a.m. – 12:00 p.m.	<p><i>Florentine A</i></p> <ul style="list-style-type: none"> • IFTA PCRC Requirements for Audits / Top Findings <i>Tim Ford (CA), PCRC Chair and Debora Meise, IFTA, Inc. Senior Director</i> • IFTA Clearinghouse <i>Clearinghouse Advisory Committee Members</i> • IRP Peer Review Requirements for Audits / Top Findings <i>Bruce Bierbaum (VT) and Mr. Carey</i> • IRP Clearinghouse <i>ITDS Representatives</i>
12:00 p.m. – 1:30 p.m.	<p><i>Florentine C</i></p> <p><i>Lunch (Provided)</i></p>
1:30 p.m. – 3:00 p.m.	<p><i>Florentine E, Florentine F, Florentine G</i></p> <p>Breakout Sessions</p> <ul style="list-style-type: none"> • Aud101 – Questions from the Webinar Series Session tailored for auditors with less than two years' experience <i>Joel Foreman (NE) and Wayne Brown (NE)</i> • Aud301 – Projection and Sampling Session tailored for auditors with two or more years' experience <i>Ms. McCabe, Jesse Taylor (MD), and Heidi Crawford (NE)</i> • Manager – Auditor Safety, Inadequate Records, Audit Selection, and Carrier Education - Session tailored for Managers and Supervisors <i>Kelly Heaton (AR), Diana Kay (FL), and Chester Cook (GA)</i>
3:00 p.m. – 3:30 p.m.	<p><i>Florentine C</i></p> <p><i>Networking Break (Provided)</i></p>
3:30 p.m. – 5:00 p.m.	<p><i>Florentine E, Florentine F, Florentine G</i></p> <p>Concurrent Breakout Sessions Begin</p> <ul style="list-style-type: none"> • Adequate or Inadequate – That's the Question <i>Marsha Douglas-Roy (QC), Rayna Ware (TN), and Ms. Kay</i> • Electronic Records – How Much is Enough <i>Rick DeMuyneck (IA) and Billie Pierson (ID)</i> • Audit Potpourri <i>Ms. Zanis and Stacey Hammock (WY)</i>

Wednesday, February 6th

7:00 a.m. – 5:00 p.m.	<p><i>Florentine Foyer</i></p> <p>Onsite Workshop Check-in and Assistance</p>
7:00 a.m. – 8:30 a.m.	<p><i>Florentine C</i></p> <p>Continental Breakfast (Provided)</p>
7:45 a.m. – 8:15 a.m.	<p><i>Florentine B</i></p> <p>Audit Forum - Open Q&A for New Auditors (Optional) <i>Ms. Crawford, Ms. Kyser, Ms. Duda-Rel, and Mr. Heaton</i></p>
8:30 a.m. – 10:00 a.m.	<p><i>Florentine E, Florentine F, Florentine G</i></p> <p>Concurrent Breakout Sessions Resume</p> <ul style="list-style-type: none"> • Adequate or Inadequate – That’s the Question <i>Ms. Douglas-Roy, Ms. Ware, and Ms. Kay</i> • Electronic Records – How Much is Enough <i>Mr. DeMuyneck and Ms. Pierson</i> • Audit Potpourri <i>Ms. Zanis and Ms. Hammock</i>
10:00 a.m. – 10:30 a.m.	<p><i>Florentine C</i></p> <p>Networking Break (Provided)</p>
10:30 a.m. – 12:00 p.m.	<p><i>Florentine E, Florentine F, Florentine G</i></p> <p>Concurrent Breakout Sessions Conclude</p> <ul style="list-style-type: none"> • Adequate or Inadequate – That’s the Question <i>Ms. Douglas-Roy, Ms. Ware, and Ms. Kay</i> • Electronic Records – How Much is Enough <i>Mr. DeMuyneck and Ms. Pierson</i> • Audit Potpourri <i>Ms. Zanis and Ms. Hammock</i>
12:00 p.m. – 1:30 p.m.	<p><i>Florentine C</i></p> <p>Lunch (Provided)</p>

Wednesday, February 6th

1:30 p.m. – 3:00 p.m.	<p><i>Florentine A</i></p> <p>General Session Returns</p> <ul style="list-style-type: none"> • What’s New in IFTA <i>Ms. Halstead</i> • What’s New in IRP <i>Tim Adams, IRP, Inc. CEO</i> • Industry Perspective <i>Panel Discussion TBA</i> • Inadequate Records Discussion <i>Ms. Kyser and David Nicholson (OK)</i>
3:00 p.m. – 3:30 p.m.	<p><i>Florentine C</i></p> <p>Networking Break (Provided)</p>
3:30 p.m. – 5:00 p.m.	<p><i>Florentine A</i></p> <p>General Session Resumes</p> <ul style="list-style-type: none"> • Carrier Presentation – From Dispatch to Reporting <i>TBD</i>

Thursday, February 7th

7:00 a.m. – 3:00 p.m.	<p><i>Florentine Foyer</i></p> <p>Onsite Workshop Check-in and Assistance</p>
7:00 a.m. – 8:30 a.m.	<p><i>Florentine C</i></p> <p>Continental Breakfast (Provided)</p>
8:30 a.m. – 9:30 a.m.	<p><i>Florentine A</i></p> <ul style="list-style-type: none"> • Jurisdiction Only Meeting <p><i>If you have an issue that you need to present to membership in a more private forum join us for this session where only members from the jurisdictions will be in attendance to lend their ear, their advice, and their support.</i></p>
9:30 a.m. – 10:00 a.m.	<p><i>Florentine C</i></p> <p>Networking Break (Provided)</p>

Thursday, February 7th

10:00 a.m. – 12:00 p.m.	<p><i>Parking Lot</i></p> <p>Outside Demonstrations</p> <ul style="list-style-type: none"> • Red Dye Testing Process <i>Trooper Brian Drohn and the Nevada Highway Patrol</i> • NAS Level II Inspection Demo <i>Trooper Drohn and the Nevada Highway Patrol</i> <p><i>Florentine F</i></p> <ul style="list-style-type: none"> • Badge on Board <i>Nevada Highway Patrol</i> <p><i>Attendees will rotate in groups from one demonstration to the next so that all attendees can participate in both outside and the inside demonstrations and discussions.</i></p>
12:00 p.m. – 1:00 p.m.	<p><i>Florentine C</i></p> <p><i>Lunch (Provided)</i></p>
1:00 p.m. – 2:30 p.m.	<p><i>Florentine A</i></p> <ul style="list-style-type: none"> • Town Hall Meeting <i>Ms. Kyser</i> • Wrap-Up Workshop <i>IFTA and IRP Audit Committee Members</i>
2:30 p.m. – 4:00 p.m.	<p><i>Florentine E</i></p> <ul style="list-style-type: none"> • IFTA and IRP Joint Audit Committee Meeting <i>Ms. Crawford and Ms. Duda-Rel</i>

Friday, February 8th

8:00 a.m. – 12:00 p.m.	<p><i>Florentine E</i></p> <p>IFTA Audit Committee Meeting</p>
8:00 a.m. – 12:00 p.m.	<p><i>Florentine F</i></p> <p>IRP Audit Committee Meeting</p>

Tuscany Suites & Hotel Casino



255 E. Flamingo Road
Las Vegas, NV 89169
(702) 893-8933
<https://stay.tuscanylv.com/>

IFTA/IRP Audit Workshop - Group code # **1568HH**

Registration Deadline

January 4, 2019 (Friday)

On-site Check-In

February 4 (Monday)
1:00 p.m. – 5:00 p.m.

Registration Fees (in USD):

Member Jurisdiction Representative	\$440.00
Industry and General Public	\$490.00
Exhibitor and Sponsorship Levels	Contact IFTA, Inc. dmeise@iftach.org



Hotel Fees (in USD):

Room Rate	\$130.00
Tax	13.38%
Transportation	\$11 one way (updated 10/5/18)

*The Tuscany Suites & Casino hotel **will** assess the first night's room and tax against the credit card offered when securing hotel reservations. This deposit is **hotel policy** to guarantee the requested accommodations.*

*Quote based on Super Shuttle service provided from McCarran Intercontinental Airport (LAS)
Alternate transportation options are available by visiting <https://www.mccarran.com/Transportation> .*

Registration Form - IFTA/IRP AUDIT WORKSHOP

REGISTRATION DEADLINE	January 4, 2019	
REGISTRATION FEES (Listed in US Funds)	Check One:	
Jurisdiction Member	<input type="radio"/>	\$440.00
Industry and General Public	<input type="radio"/>	\$490.00
Exhibitor and Sponsorship Packages Available	<input type="radio"/>	Contact IFTA, Inc.

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

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 - IFTA/IRP AUDIT WORKSHOP

1. Are you a first time attendee? YES NO

2. Do you audit: IFTA IRP BOTH

3. What topic would you most like to hear discussed?

4. Please check the listing which best identifies your position:





- Jurisdiction Auditor
- Trucking Company
- 3rd Party Vendor
- Jurisdiction Management

5. Please tell us how many years of audit experience you have:

6. Do you have food allergies or restrictions? YES NO

7. Please identify your food allergies/restrictions here:

Registration Information

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 February 5, 2019 .
Liability and Cancellation:	Persons that pre-register and fail to attend, without paying the fee or canceling in writing 5 working days in advance of the meeting (1/29/19), will be liable for the full cost of their registration fees. Cancellation of attendance must be provided to IFTA, Inc. in writing no later than January 29, 2019 . 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 (1/29/19) in advance of the meeting. All refunds will be completed by the same method the fee was paid whether by ACH, PayPal, or check.
Payment:	<p>Cash is not accepted as a form of registration payment. Attendees can pay their registration fees by check, money order, or Credit Card via PayPal. Jurisdiction representatives may also pay registration fees by ACH and should contact IFTA, Inc. at travel@iftach.org regarding all ACH payments. Please ensure these payments are <u>clearly</u> marked for identification purposes. Individual or group invoices are available upon request.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>IFTA, Inc. FEIN: 86-0640757</p> </div> <div style="text-align: center;">  </div> </div> <p style="text-align: center;">MAKE CHECKS OR MONEY ORDERS PAYABLE TO IFTA, INC. (in US Funds)</p> <p style="text-align: center;">Mail to: 912 W. Chandler Blvd., B-6 Chandler, AZ 85225-4910</p> <div style="display: flex; justify-content: flex-end; align-items: center; margin-top: 10px;">  </div>
Questions:	<p>REGISTRATION QUESTIONS AND ASSISTANCE</p> <div style="display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">  </div> <p>Contact IFTA, Inc. Tammy Trinker Phone: (480) 212-3457 Email: tdtrinker@iftach.org</p>

Other Information

EXHIBITOR INFORMATION **Single and Double Meeting Package Pricing Available**

Exhibitor Fee Entitles Delegates to the Following:

- * Exhibitor Registration for 1 Person
- * One Exhibitor Table
- * 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.

Janice Paluzzi
Director of Catering
jpaluzzi@tuscanylv.com
(702) 944-5266

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. If you are interested in the double meeting price package for the Exhibitor opportunities please contact IFTA, Inc.

IFTA, Inc.
Debora Meise
Senior Director
(480) 748-5763
dmeise@iftach.org