

# FINANCIAL EXECUTIVE CONFERENCE

# INTERNAL AUDITING CONFERENCE

**May 19-22, 2013 | San Antonio, TX | Hyatt Regency San Antonio**



## What You Need To Know Before You Arrive!

Dear Conference Attendees:

We are looking forward to welcoming you to the 2013 FMI Financial Executive and Internal Auditing Conferences at the Hyatt Regency, San Antonio, May 19-22. Before you pack your bags and head off to Texas, there are a few important things to note. We hope the following checklist will be helpful in preparing you for what promises to be a fantastic experience! Please contact us if you have additional questions or concerns:

Housing and Logistics – [Heather Cain](#)

Program, Sponsorships, General Questions – [Amanda Bond-Thorley](#)

Registration – [Debbie Stewart](#)

### AGENDA

The final agenda can be downloaded [here](#).

### ATTENDEE LISTS

An up-to-date attendee list for each event can be found on the conference websites:

[Financial Executive Conference](#)

[Internal Auditing Conference](#)

### CHECK IN / OUT TIME (HOTEL)

Check-in time is 3:00 p.m.

Check-out time is 12:00 p.m.

### CLIMATE AND DRESS CODE

The average high temperature in May in San Antonio is 86 degrees and the average low is 66 degrees. Regardless of the outside temperatures, meeting rooms are notorious for being somewhat chilly, so we advise you to bring layers to ensure your comfort. The dress code for the conference is business casual. Casual dress is appropriate for the offsite function at The Rio Cibolo Ranch on Tuesday, May 21<sup>st</sup>. Jeans and cowboy hats/boots encouraged!

## CONTINUING EDUCATION CREDITS

The Food Marketing Institute is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website [www.nasba.org](http://www.nasba.org)

The 2013 Internal Auditing and Financial Executive Conferences are "group-live" events at the advanced course level and no advanced preparation is required. For more information regarding administrative policies such as complaints and refunds, please contact Amanda Bond-Thorley at [abondthorley@fmi.org](mailto:abondthorley@fmi.org) or 202.220.0606.

### Financial Executive Conference:

Prerequisite: None

Attendance at the entire conference earns a total of 20 CPE credits in the following fields of study: Economics (1 credit), Personal Development (2 credits), Accounting (1 credit), Tax (1 credit), Finance (11 credits), Business Law (1 credit) and Business Management and Organization (3 credits)

### Internal Auditing Conference:

Prerequisite: Previous experience in supermarket auditing procedures.

Attendance at the entire conference earns a total of 20.5 CPE credits in the following fields of study: Personal Development (2 credits), Accounting (1 credit), Auditing (13.5 credits), Finance (1 credit), Business Management and Organization (1 credit) and Regulatory Ethics (1 credit), Economics (1 credit).

### CPE Claim Procedures

- Pick up a copy of the CE credit worksheet for either conference at the registration desk or download one at [www.fmifinex.com](http://www.fmifinex.com) or [www.fmiinternalaudit.com](http://www.fmiinternalaudit.com).
- Enter the voucher code provided at the beginning and end of each session.
- Log in to the CE credit portal ([www.eventscribe.com/FinExIA.htm](http://www.eventscribe.com/FinExIA.htm)) to register and enter the codes you collected at the sessions.
- Your total credits will be calculated per field of study and you will be able to print your own certificate directly from the online portal.

Please note that the proper calculation method for CE credits is total number of minutes PER FIELD OF STUDY, divided by 50 and **ROUNDED DOWN** to the nearest half credit. Thus, a 2 hour session (120 minutes) counts for 2 credits (120 divided by 50 = 2.4, **ROUNDED DOWN** to 2.0 credits). For concurrent sessions, you may claim only ONE.

There is no longer a need to sign in or out at each session since the codes validate your participation. As such, in order to protect the integrity of the system, we cannot give out codes before or after the session ends.

## FOOD AND BEVERAGE

Your full conference registration includes 2 cocktail receptions, the offsite event at the Rio Cibolo, 3 breakfasts, 2 lunches and coffee breaks. If you have any allergies or need a vegetarian or other special meal, please let the conference program or logistics manager know as soon as possible.

## IDEA EXCHANGE

The Financial Executive Idea Exchange is open to Retailers and Wholesalers ONLY. The Internal Auditing Idea Exchange is open to all attendees.

## INTERNET

Complimentary high-speed wireless internet access is provided for guests registered at the hotel in GUEST ROOMS ONLY. There is NO FREE wireless access in the meeting room area. Please plan accordingly. If you need wireless access, please contact the hotel. There is a cost associated with internet access in the meeting room space.

## NETWORKING RECEPTION – MONDAY, MAY 20

A networking reception, sponsored by Apex Analytix, will take place on Monday, May 20th from 5:30 p.m. – 7:00 p.m. at the La Vista Terrace. This is located across the road from the Hyatt in a building formerly known as The Lone Star Palace, which overlooks the famous Alamo. Staff will be on hand to help you locate the building. Please proceed out of the front door in the lobby and cross over Loyosa Street walking towards the Alamo (if you're headed towards the Riverwalk, you're going the wrong way!). Go down the short alleyway past Yasmin's Boutique and Seg City and then turn left onto Maverick Walk to La Vista Terrace, 321 Alamo Plaza (3<sup>rd</sup> glass door on the right). Go up to the "P" level in the elevator. It will take you about 3 minutes to walk from the hotel to the event location!

## OFFSITE EVENT – TUESDAY MAY 21, 6:00 PM TO 10:30 PM

Put on your cowboy boots, grab your Stetson and join your industry friends and colleagues for a "little bit of Texas and a whole lot of fun" at The Rio Cibolo Ranch, a 130 acre working Longhorn cattle ranch on the outskirts of San Antonio.

This fun networking evening includes:

- The Cattle Baron's Banquet and Open Bar
- Musical Entertainment from a 3-piece Country Western Band
- Hay Wagon Rides and Longhorn Feeding
- Trick Roper and Cowboy Comedian
- "Miss Lily" Photo Keepsakes
- Roasting S'mores around the Texas-sized fire pit

Event is generously sponsored by Flextecs, North America. [Click here](#) for more information.

Please note the following:

- This networking event is complimentary for all registered conference attendees including REGISTERED spouses. If your spouse is not registered and wishes to attend the event, he/she may purchase a ticket at the registration desk. The cost for non-registered spouses is \$ 150.00.
- Buses board at 5.45 p.m. in front of the hotel and leave promptly at 6:00 p.m. We cannot accommodate latecomers, so if you miss the bus, you will need to find alternative transportation. Journey time is 30 minutes.
- You must RSVP for this event in order for us to determine the appropriate number of vehicles. If you have not yet RSVP'd via the online survey, please contact us ASAP.
- You must wear your badge in order to board the bus!

Transportation to the event: See "Transportation"

## PRESENTATIONS

All presentations received by FMI prior to Friday, May 10th will be made available on a USB drive that will be given to you at registration, providing we have received permission from the presenter. Presentations, including those submitted after May 10<sup>th</sup>, and the Financial Review and Internal Auditing Reports will also be made available for download on the FMI web site [www.fmi.org](http://www.fmi.org). You will need to log in to your account via the conference website which can be accessed using the links below.

[Internal Auditing Presentations](#)

[Financial Executive Presentations](#)

## REGISTRATION

Registration is located on the Ballroom level of the hotel outside of the Regency Ballroom. The official registration hours are:

Sunday, May 19	2:00 p.m. – 7:00 p.m.
Monday, May 20	6:45 a.m. – 4:30 p.m.
Tuesday, May 21	6:45 a.m. – 4:00 p.m.

The cost for onsite registration is \$ 1,500. Attendees may register at the LOWER rate until Thursday, May 16th.

You may attend sessions at either conference regardless of your original registration.

## RESTAURANTS

The Hyatt Regency is located right on the San Antonio Riverwalk with access to a wealth of restaurant choices. Visit the [official Riverwalk website](#) for more information on dining choices.

## SPONSORS

Please take some time during the conference to thank our sponsors, who support our conference and the industry.

Flextecs North America	Offsite Social Event
SIB Development and Consulting	Sunday Reception and Vendor Showcase
Apex Analytix	Monday Evening Reception
NCH Marketing	Tuesday Lunch
ATG Audits	USB Drive
Inmar	Hotel Key Cards
BMO Harris Bank	Lanyards
Monday Breakfast	Phyle Inventory Control Specialists
Tuesday Breakfast	Connolly, LLC
Wednesday breakfast	PRGX
Monday Breaks	Epicor
Education Session	Balance Innovations
Education Session	Ameriquist Business Services
Education Session	Worldpay
Education Session	RGIS

## SPOUSE / PARTNER REGISTRATION

If your spouse / partner is planning to attend any of the social events (receptions and offsite event), he/she must be registered and wear a conference badge. The cost for spouse/partner registration is \$ 150.00. This can be paid in advance or onsite at the registration desk.

## SURVEY

Within 3 days of the close of the conference you will receive a survey by email that will ask you to rate the education program, social events and logistics. Please take the time to fill this out so that we can use the information to improve future conferences. Your cooperation is appreciated.

## TRANSPORTATION TO THE OFFSITE EVENT

Transportation to and from the offsite event at the Rio Cibolo Ranch will be by motor coach. Coaches board at 5:45 p.m. and depart from the front of the hotel lobby at 6:00 p.m. and return at approximately 10:30 p.m. The journey time is approximately 30 minutes. Directions will be provided to those wishing to travel to and from the event by private vehicle. The Rio Cibolo Ranch is located at 1101 Ullrich Road, Marion, TX. [Click here](#) to view a map.

## TRAVEL

Airport: San Antonio International Airport (SAT)

Taxi - \$24.00 one-way per car. Seating and Luggage: 6 passengers / amount of luggage depends on size of bags. Pick Up: Lower level of the airport.

SATRANS Airport Shuttle - \$19.00 one way.

Parking is available at Hyatt Regency San Antonio. Prevailing parking rates will apply. Currently, overnight valet parking is \$33.00 with "in and out" privileges, and overnight self-parking is available for \$25.00 plus tax. Rates are subject to change without notice.

## VENDOR SHOWCASE AND COCKTAIL RECEPTION – SUNDAY, MAY 19

The Welcome Reception, sponsored by SIB Development and Consulting, will take place in the Regency West Ballroom which is located on the Ballroom level of the Hyatt. The reception begins at 5:00 p.m. and ends at 7:00 p.m. During the reception you will have a chance to meet some of the sponsors of this event and talk to them about their products and services. The exhibiting companies are:

- Apex Analytix
- Flextecs
- NCH Marketing
- SIB Development and Consulting
- Audit Technology Group
- Inmar
- Phyle Inventory Control Systems (PICS)
- Epicor
- PRGX
- Connolly LLC
- RGIS