



## What You Need To Know Before You Arrive!

Dear Conference Attendees:

We are looking forward to welcoming you to the 2014 FMI Financial Executive and Internal Auditing Conferences at the Mark Hopkins InterContinental, San Francisco, May 4-6. Before you pack your bags and head off to California, 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 Francisco is 64 degrees and the average low is 51 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 OR business casual dress is appropriate for the offsite function at Infusion Lounge

## 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 2014 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:

[Download](#) the credit worksheet

Prerequisite: None

Attendance at the entire conference earns a total of 19.0 CPE credits in the following fields of study: Economics (1 credit), Personal Development (2 credits), Accounting (1 credit), Tax (0-1 credit), Finance (5 – 6 credits), Business Law (3-4 credits), HR/Personnel (3 credits), Management Advisory Services (1 credit), Behavioral Ethics (1 credit), Auditing (0-1 credit) and Business Management and Organization (0-1 credit)

### Internal Auditing Conference:

[Download](#) the credit worksheet

Prerequisite: Previous experience in supermarket auditing procedures.

Attendance at the entire conference earns a total of 19.5 CPE credits in the following fields of study: Personal Development (2 credits), Accounting (1 credit), Auditing (11.5 credits), Finance (1 credit), Business Law (2 credits), Behavioral Ethics (1 credit) and HR/Personnel (1 credit).

## CPE Claim Procedures

- Pick up a copy of the CE credit worksheet for either conference at the registration desk or use the links above.
- 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.

## FIRST-TIMERS RECEPTION

*Sponsored by BMO Harris Bank*

All first-time attendees are welcome to attend a 30 minute reception prior to the official reception to meet the committee members.

## FOOD AND BEVERAGE

Your full conference registration includes 1 cocktail reception, the offsite event at Infusion Lounge, 2 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.

Courtesy of our Sustainability champion PICS Inventory Specialists, all attendees will receive a complimentary travel mug that can be used for water or hot beverages. We encourage attendees to think about the environment and use the mug wherever possible instead of disposable cups. For this reason we do not provide bottled water, but water stations are available in all rooms for refills.

## 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

*Sponsored by RGIS*

Complimentary high-speed wireless internet access is provided in guest rooms for guests registered under the FMI block. Complimentary wi-fi is also available in the meeting rooms courtesy of our sponsor RGIS.

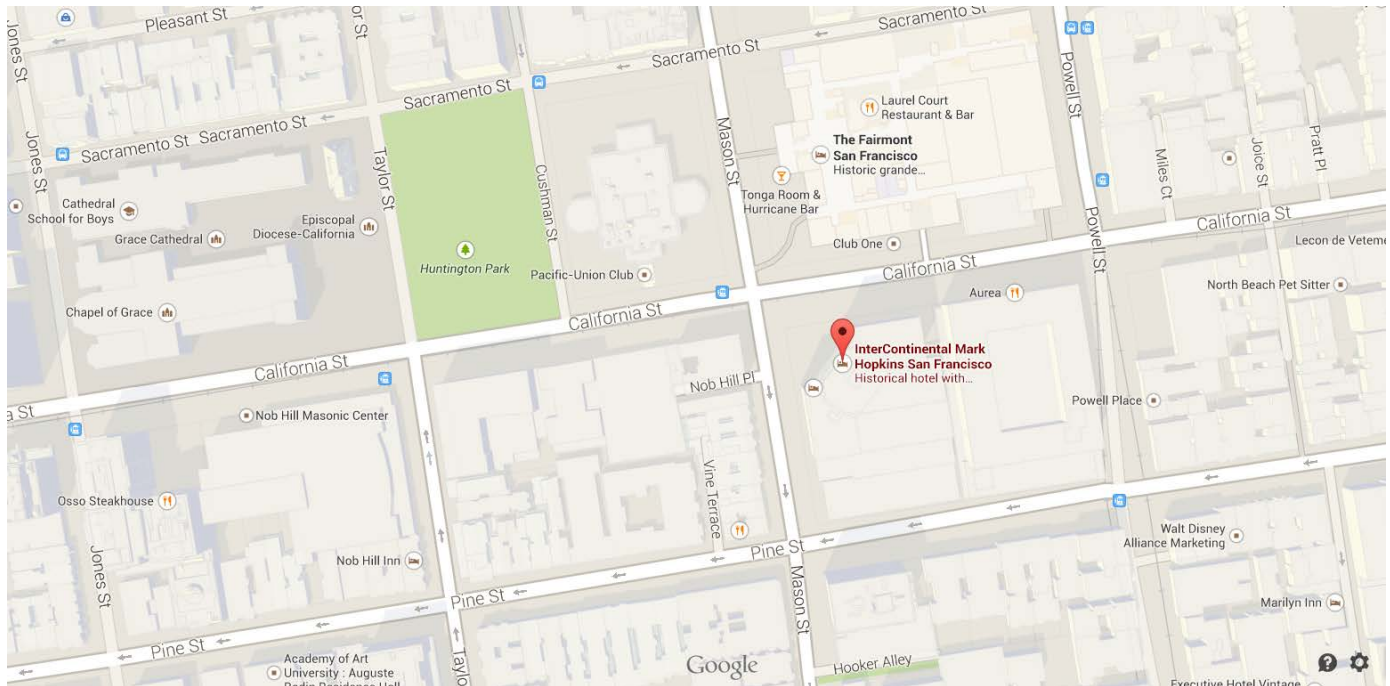
- Please activate wireless card and search for available wireless signals.
- Select "MarkHopkins\_Conference"
- Open browser (Splash page for InterContinental should appear)
- Enter Access Code: RGIS2014 (case sensitive)
- Open new browser to verify connection to internet.

## LOCATION

The Mark Hopkins InterContinental is located at

999 California Street  
San Francisco, CA 94108

in the Nob Hill area of San Francisco. It is 0.4 miles to Union Square, 0.3 miles to Chinatown and 1.9 miles from Fisherman's Wharf. San Francisco airport (SFO) is 11 miles away (see TRAVEL section for transportation information)



## MOBILE APP

*Sponsored by ATG Audit Technology Group*

Download the conference mobile app from iTunes (iPhone or iPad) or Google Play (Android). Search for FMI and select the FMI FE/AI app. With this app you can create your own agenda, see any schedule changes, find rooms, read speaker bios, message other attendees, download presentations and much more! To use the messaging function, please create a profile by going to "More Resources" and "My Account."



## OFFSITE EVENT – MONDAY MAY 5, 6:15 PM TO 9:15 PM

*Sponsored by Flextecs, North America.*

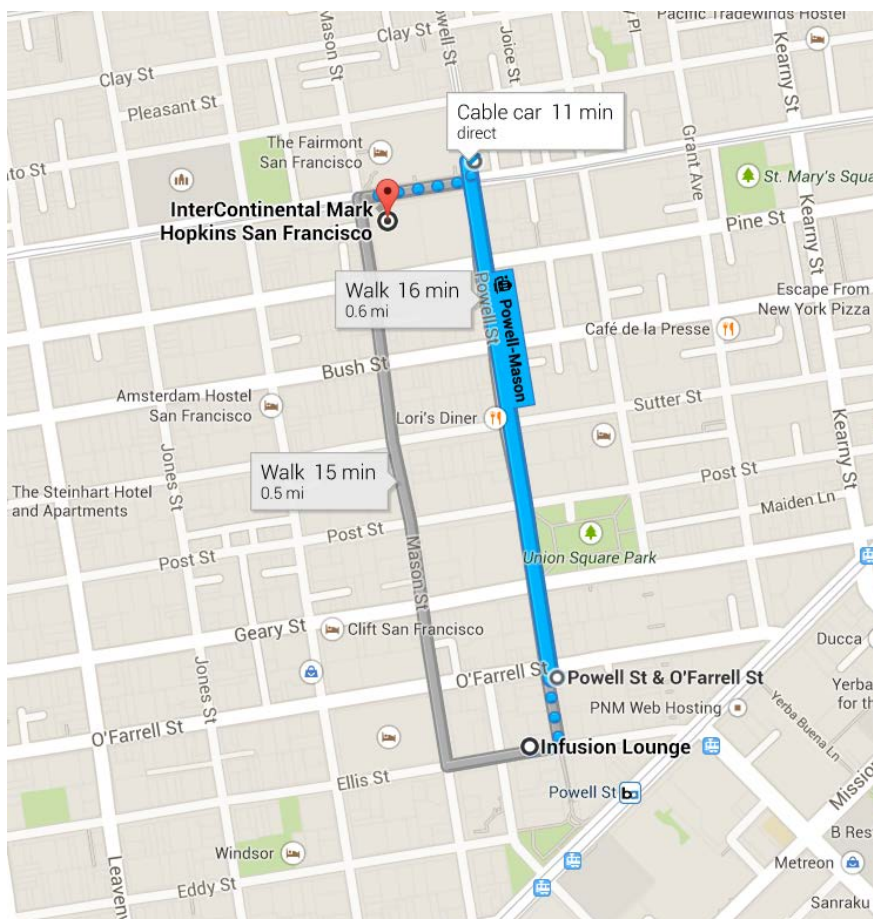
Join us for a one-of-a-kind experience where you can catch up with old friends and mix and mingle with new acquaintances. At this fun, interactive offsite event, the highly skilled bartenders at SF Mixology will recreate the thrill and intensity of being behind a real bar, complete with time constraints and mixology challenges. You'll not only enjoy the finest cocktails, but you you'll also be part of the action yourself. Get a crash course in mixology and bartending basics and taste a chronological journey through cocktail history while learning new skills that can translate back to the professional and personal world. And, for even more networking fun, you'll use the skills and knowledge you gain to go head to head with your peers to create, innovate, and present competition-level cocktails, with prizes for the winners. The evening will include an open bar (with non-alcoholic options for the teetotalers) and heavy hors d'oeuvres.

**Directions:**

The venue is approximately 0.5 miles from the Mark Hopkins InterContinental at 124 Ellis Street between Powell and Mason.

**Cable Car:** Take the Powell-Mason cable car from outside the hotel at Powell & California down to Powell & O'Farrell Street. Walk one block south on Powell and turn right onto Ellis Street. Travel time is about 9 minutes

**Walking:** Walk down Mason Street 7 blocks and turn left of Ellis Street. Travel time is about 15 minutes.



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 \$200.00.
- You must RSVP for this event in advance. If you have not yet RSVP'd via the online survey, please contact us ASAP.
- You must wear your badge in order to gain admittance to Infusion Lounge

## PRESENTATIONS

Final presentations will be available to all attendees via the mobile app providing that the presenter has given permission for us to post his/her materials.

## REGISTRATION

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

Sunday, May 4	11:00 a.m. – 6:00 p.m.
Monday, May 5	6:45 a.m. – 4:30 p.m.
Tuesday, May 6	6:45 a.m. – 2:00 p.m.

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

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

## RESTAURANTS

For a list of local restaurants, please [click here](#)

## SPONSORS

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

BMO Harris Bank N.A.	Premier Sponsor/First-Timers Reception
Flextecs North America	Monday Offsite Social Event
PRGX	Sunday Reception and Vendor Showcase
Apex Analytix	General Session and book giveaway - "How We Make Mistakes"
NCH Marketing	Monday Lunch
ATG Audits	Conference Mobile App
Inmar	Tuesday Lunch
PICS Inventory Control Specialists	Travel Mugs
RGIS	Wi-Fi
Connolly, LLC	Tuesday Breakfast
Epicor	Monday Breakfast
Balance Innovations	Monday Refreshment Break
Ameriquet	General Session

## 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 \$200.00. 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.

## TWITTER



We encourage you to tweet about the conferences prior to and when you're at the conference. The tweets will appear on the conference mobile app. Please use the hashtags:

# FMIINTERNALAUDIT

# FMIFINEX

## TRAVEL

**Airport:** San Francisco International Airport (SFO) is approximately 15 miles from InterContinental Mark Hopkins

**Taxi:** \$40-\$45 one-way per car. Taxis depart from the designated taxi zones located at the roadway center islands, on the Arrivals/Baggage Claim Level of all terminals.

**SuperShuttle Airport Shuttle:** \$17.00 per person, one-way (shared-ride).

**Bay Area Rapid Transit (BART):** Local public train system to San Francisco and around the Bay Area. Trains arrive at the SFO International Terminal every 15 minutes and it's just 30 minutes to downtown San Francisco. A one-way ticket from SFO to downtown is \$8.25. The closest BART station near the InterContinental Mark Hopkins is the Powell Street Station. Click the [BART Quickplanner](#) to find more information and to buy advance tickets.

Parking is available at the InterContinental Mark Hopkins. Currently, overnight valet parking is \$60.00 plus tax, with "in and out" privileges. Rates are subject to change without notice.

Local Area- [Click here](#) to learn more about what San Francisco has to offer including attractions, nightlife, entertainment and nearby restaurants.

## TRAVEL MUGS

*Sponsored by PICS Inventory Specialists*

All attendees will receive a complimentary travel mug that can be used for water or hot beverages. We encourage attendees to think about the environment and use the mug wherever possible instead of disposable cups. For this reason we do not provide bottled water, but water stations are available in all rooms for refills.

## VENDOR SHOWCASE AND COCKTAIL RECEPTION – SUNDAY, MAY 4

*Sponsored by PRGX*

The Welcome Reception will take place in the Room of The Dons which is located on the lobby level of the hotel. The reception begins at 5:45 p.m. and ends at 7:15 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:

- BMO Harris Bank N.A.
- Apex Analytix
- PRGX
- Flextecs
- NCH Marketing
- Inmar
- Audit Technology Group
- Phyle Inventory Control Systems (PICS)
- RGIS
- Epicor
- Connolly LLC

## QUESTIONS

Please contact:

Amanda Bond-Thorley (General program questions)  
Heather Cain (Hotel and Logistics)  
Debbie Stewart (Registration)

[abondthorley@fmi.org](mailto:abondthorley@fmi.org)  
[hcain@fmi.org](mailto:hcain@fmi.org)  
[dstewart@fmi.org](mailto:dstewart@fmi.org)