

Pre-Conference Checklist

Dear Conference Attendees:

We are looking forward to welcoming you to the FMI Financial Executive and Internal Auditing Conferences at the Loews Portofino Bay Hotel, Orlando. Before you pack your bags and head off to the sun-drenched state of Florida, 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! [Email us](#) if you have additional questions or concerns.

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

Check-in time is 4:00 p.m.

Check-out time is 11:00 a.m.

CLIMATE AND DRESS CODE

The average high temperature in May in Orlando is 88 degrees and the average low is 65 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 / resort-casual dress is appropriate for the offsite function at Pat O'Brien's on Tuesday, May 22nd.

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

The 2012 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 or 202.220.0606.

Financial Executive Conference:

Prerequisite: None

Attendance at the entire conference earns a total of 17 CPE credits in the following fields of study: Economics (1 credit), Personal Development (3 credits), Accounting (1 credit), Tax (1 credit), Finance (5 credits), Business Law (3.5 credits), Business Management and Organization (1.5 credits) and Behavioral Ethics (1 credit).

Internal Auditing Conference:

Prerequisite: Previous experience in supermarket auditing procedures.

Attendance at the entire conference earns a total of 21 CPE credits in the following fields of study: Personal Development (1.5 credits), Accounting (1 credit), Auditing (13 credits), Finance (1 credit), Business Law (2 credits), Business Management and Organization (1.5 credits) and Behavioral Ethics (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 or www.fmiinternalaudit.com.
- Enter the voucher code provided at the beginning and end of each session.
- Log in to the CE credit portal (URL will be provided at registration) 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.

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.

OFFSITE EVENT – TUESDAY MAY 22, 6:30 PM TO 9:30 PM

Get ready to celebrate with a huge party at Universal CityWalk®. FMI has reserved Pat O'Brien's® just for you and your fellow attendees to relax and network. This authentic reproduction of New Orleans' favorite watering hole—complete with the "Flaming Fountain™" patio—will have you believing you're in the middle of Bourbon Street. This event is open to all registered conference attendees. RSVP required. Generously sponsored by Reliant Inventory Services

During the event you'll also enjoy:

- New Orleans inspired buffet dinner
- Entertainment provided by Dueling Pianos at the Piano Bar.
- Open Bar

Transportation to the event: See "Transportation"

OPEN FORUM

The Financial Executive Open Forum is open to Retailers and Wholesalers ONLY. The Internal Auditing Open Forum is open to all attendees.

PRESENTATIONS

All presentations received by FMI prior to Tuesday, May 15th 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 15th) will also be made available for download on the FMI web site 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

The official registration hours are:

Sunday, May 20	3:00 p.m. – 7:00 p.m. (located in the hotel lobby)
Monday, May 21	6:45 a.m. – 5:30 p.m. (located in the Venetian Ballroom lobby)
Tuesday, May 22	6:45 a.m. – 10:00 a.m. (located in the Venetian Ballroom lobby)

The cost for onsite registration is \$ 1,500. You or your co-workers may register at the LOWER pre-event rate up until Friday, May 18.

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

SURVEY

Within 5 days 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 UNIVERSAL ORLANDO

Guests of the Loews Portofino Bay receive complimentary transportation to Universal Orlando via a 10-minute boat ride or 10-minute shuttle ride. You can catch the boat at the dock located by the west wing of the hotel. Boats leave the dock every 15-20 minutes and run until 2:15am. The shuttle leaves from the bus piazza located adjacent to the main entrance of the hotel at 10 and 40 on the hour and runs until 2:15 a.m.

You may also walk to the park, which takes around 15-20 minutes.

TRAVEL

The Loews Portofino Bay Hotel is located 15 minutes from Orlando International Airport (MCO). For information about directions and transportation options, please visit the [hotel website](#)

WELCOME RECEPTION – SUNDAY, MAY 20

The Welcome Reception, sponsored by NCH Marketing will take place in the Piazza Centrale which is located just outside the lobby area. The reception begins at 5:30 p.m. and ends at 7:00 p.m.