URGENT: Payment Due

Register by August 12 to save $300!

Collection Procedures Institute
September 25-26, 2019
The Westin Copley Place Boston
Boston, Massachusetts

#IFEBP

www.ifebp.org/collections
## Program at a Glance

### Wednesday, September 25, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>8:00-9:15 a.m.</td>
<td>Team Collections</td>
</tr>
<tr>
<td>9:30-10:45 a.m.</td>
<td>Your Collections Process</td>
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<tr>
<td>11:00 a.m.-12:15 p.m.</td>
<td>Administrative Operations</td>
</tr>
<tr>
<td>1:15-2:30 p.m.</td>
<td>Making Your Payroll Auditing More Efficient</td>
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<tr>
<td>2:45-4:00 p.m.</td>
<td>Your Guide to Collection Litigation</td>
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### Thursday, September 26, 2019

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<td>Collections Wrap-Up—Answering Your Questions</td>
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In this economic, legal and regulatory environment, you cannot afford to ignore your collections program. The Collection Procedures Institute is designed to provide the practical information you need to fulfill your fiduciary obligation to collect payments. Collections are a critical and complex process that affects the overall financial health of your fund. Register for this conference to hear expert professionals and practitioners share trends, legal and legislative updates and best practices so you can benchmark your policies and procedures and network with others who share similar challenges.

**Who Should Attend**

- Multiemployer trustees
  - Labor and management
  - Small and large funds
  - All industries
- Payroll auditors and collection coordinators
- Certified public accountants
- Attorneys
- Administrators
  - Salaried and third-party administrators
  - Administrative staff

**Key Takeaways**

- Understand the collections process.
- Learn effective strategies and trends from experts and practitioners.
- Hear how recent key legal decisions impact your plans.
- Best practices to implement
- Sample documents, checklists and other prototypes
- Networking and interactive sessions allow you to learn from your peers.

**Visit www.ifebp.org/collections to register today!**

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"Most people don’t understand what I do when it comes to my work. It’s so nice to interact with others at this program who do the same thing."

**Rocco Marcello**
Executive Assistant
Chicago Laborers’ Pension and Welfare Fund
Westchester, Illinois
TUESDAY, SEPTEMBER 24, 2019
3:00-5:00 p.m.
Registration Open

WEDNESDAY, SEPTEMBER 25, 2019
7:00-8:00 a.m.
Registration and Continental Breakfast
8:00-9:15 a.m.
Team Collections
This session will set the stage for the entire conference by introducing you to the accountants, auditors, administrators and attorneys who guide you in the collections process. Learn about who does what, as well as:

- Fiduciary responsibility
- Players, roles, interactions
- Collection policy
  - Policies you should have
  - Misdirected fund policies.

9:30-10:45 a.m.
Your Collections Process
This session will provide an overview and implementation of the typical collections process. Topics include:

- Structural procedures and processes you should have
- Collective bargaining agreements, participation agreements and project labor agreements
- Remittance process
- Arbitration
- Delinquency committees.

11:00 a.m.-12:15 p.m.
Administrative Operations
This session will focus on the operational aspects of administering your collections program, including:

- Administrative role (self or third-party administration)
- Data access and security
- Notifications of delinquency
- Sample documents
- Non-disclosure agreements.
WEDNESDAY, SEPTEMBER 25, 2019 (Continued)

12:15-1:15 p.m.
Luncheon

1:15-2:30 p.m.
Making Your Payroll Auditing More Efficient
Efficient payroll audits require a solid process and memorialized policies. In this session, we will focus on:
- Alternatives in audit selection
- Communications during the audit process
- Writing reports faster
- Questions you should ask
- Different options for who does payroll auditing
- What to expect from your auditor.

2:45-4:00 p.m.
Your Guide to Collection Litigation
At the end of the day, it’s all about collecting benefit payments, and sometimes that means litigation. This session will cover:
- Litigation procedures
- Mediation tactics
- Settlements
- Consent judgment and payment schedule.

THURSDAY, SEPTEMBER 26, 2019

7:00-8:00 a.m.
Registration and Continental Breakfast

8:00-9:15 a.m.
Beyond the Signatory Employer
In collections, unique situations exist where it’s difficult to identify contributing employers. This session will give you information you need to help determine contributing employers in complex collection situations, including:
- Personal liability
- Other companies
- Bonds
- Liens.
9:30-10:45 a.m.  
**Concurrent Sessions**

**What’s New in Payroll Auditing (Advanced)**  
This breakout session for accounting and payroll professionals will dive deeper into the standards and procedures needed to make the collections process move as smoothly as possible. Topics include:
- Professional auditors—Standards and quality
- Modifying your audit program
- Get in and get out
- Unique aspects to payroll audits.

**Legal Trends in Collections**  
From withdrawal liability to bankruptcy, understanding various legal options and tactics to collect overdue payments is a complicated process. In this session, we will cover various legal trends in collections and discuss:
- Bankruptcy proceedings and claim filings
- Withdrawal liability calculations, payment schedules and litigation
- How much is owed to the funds?
  - Your plan’s policy vs. reality
- Statute of limitations concerns.

11:00 a.m.-12:15 p.m.  
**Unique Collections Cases—You Be the Judge**  
This session will cover a variety of key collections cases, allowing you to judge the merits and learn key takeaways.

12:15-1:15 p.m.  
**Luncheon**

1:15-2:30 p.m.  
**Mock Delinquency Meetings—Tackling the Agenda**  
Dive into a typical delinquency meeting and learn the best practices to implement in order for your team back home to manage your collections process as effectively as possible. Topics include:
- Delinquency committees and their teams
- Delinquent employers
- Bond lapse
- Audit challenges.

2:45-4:00 p.m.  
**Collections Wrap-Up—Answering Your Questions**  
This session will include a panel of professionals who will address topics submitted by the audience throughout the conference. It is an opportunity to share stories and learn from successes and failures.
The Construction Industry Benefits Conference offers a unique opportunity to gather with those who face similar challenges in your industry. This conference is designed to provide a forum for examining the latest trends, sharing experiences and solutions, reviewing legislative and regulatory changes, and considering the most effective strategies for delivering benefits to participants in the construction industry. Join trustees, administrators and plan professionals to tackle the administrative and strategic benefits issues of today and tomorrow.

Who Should Attend

- New and experienced trustees who serve on building trade health and pension funds
- Fund office administrative staff and key personnel
- Professionals serving the construction industry, including attorneys, accountants, consultants and service providers
- Apprenticeship training fund trustees and coordinators

Registration Includes

- Learn from your peers who face similar challenges on what has and has not worked in the construction industry.
- Discover the latest trends.
- Hear from experts on what best practices are being implemented.
- Understand how the latest regulatory changes and legislative initiatives will impact your operation.

The Construction Industry Benefits Conference and Collection Procedures Institute are held consecutively so you can make the most of your time away. Use discount code CONST19 when registering for both to save $300.

Visit www.ifebp.org/construction to register.
Hotel Information

The Westin Copley Place Boston
Boston, Massachusetts

The Collection Procedures Institute is being held at The Westin Copley Place Boston in Boston, Massachusetts. Recently renovated, The Westin Copley Place Boston includes beautifully appointed guest rooms and suites, and is situated in the heart of historic Back Bay. Explore places near the hotel including Faneuil Hall, Fenway Park, the shops and dining options on Newbury Street, as well as Back Bay’s historical attractions.

The International Foundation has secured a reduced room rate of $309 for a single/ doubles room for our conference attendees. To receive the conference rate, you must book your room through the International Foundation by specifying your hotel needs on your registration form. The reservation deadline is August 19, 2019.

Sponsorships Available

This conference provides a perfect opportunity for service providers including legal, accounting and software/technology firms to gain brand exposure while being able to network with leaders responsible for the collection of benefit payments. Three levels of event sponsorship are available, each with its own distinct bonus rewards, including complimentary or discounted registrations, recognition on event signage and on-site materials, company listing on the International Foundation website, listings in the sponsor guide and more.

For more information please contact Diane Mahler at dianem@ifebp.org or (262) 373-7656.
The International Foundation provides more than just objective conferences. Turn to the International Foundation for timely and relevant news, education and information. Check out some of our most popular resources below.

**Trustee Resource Center**  
www.ifebp.org/trusteeresource  
Find the information you need as a trustee regarding your fiduciary duties and responsibilities.

**ACA University**  
www.ifebp.org/acau  
An educational resource covering the latest must-know ACA information for employers. The virtual environment contains live webcasts, discussions, resources, frequently asked questions and sample documents to help you implement ACA regulations.

**Financial Education/Retirement Security**  
www.ifebp.org/retirementsecurity  
Recent news and timely resources on the future of retirement and financial literacy

**Apprenticeship Program Answer Guide**  
www.ifebp.org/guide  
This exciting new online resource is designed to be a quick reference for apprenticeship program coordinators, trustees and directors, and other interested constituents whenever a question arises. With a focus on practicality, the guide addresses apprenticeship program topics from top to bottom, with subjects ranging from recruiting to audits to trends and more.

**PAYROLL AUDITING: Why You Need to Stay Ahead**

Responsible for ensuring the funding of your benefit plan? This new resource, created for trustees, is packed with valuable information about payroll auditing, which secures the funding of multiemployer benefit plans. Visit www.ifebp.org/payrollaudit to view content, watch a two-minute video summary, and explore links to payroll auditing blogs and articles.

View all the resources we have to offer our members at www.ifebp.org/membership.
REGISTRATION INCLUDES
Continental breakfasts • Luncheons • Beverage breaks

CONTINUING EDUCATION CREDIT

Programs sponsored by the International Foundation of Employee Benefit Plans are consistently accepted for credit by agencies governing continuing education for license renewal and professional recertification. Please note that preapproval by the governing agency is sometimes necessary. It is important, therefore, to register at least 60 days prior to the program taking place.

Note: Requests made for continuing education credit do not guarantee administration of credit. For further information on continuing education credit, please call (262) 786-6710, option 2.

Educational sessions at this program can qualify for CEBS Compliance credit. Visit www.cebs.org/compliance for additional information.

POLICIES

New cancellation policies effective for 2019 education programs. Cancel and transfer fees are based on registration fee paid: 60+ days of meeting is 10%; 31-59 days of meeting is 25%; within 30 days of meeting is 50%. Hotel deposit is forfeited for cancellations/transfers received within 3 days (5 days for Disney properties) of arrival. Registration fee is forfeited once program commences. For details and the 2019 policy, see www.ifebp.org/policies.

RELATED READING

Payroll Audit/Collections Combo
Payroll Auditing: A Guide for Multiemployer Plans
Second Edition
by Lawrence R. Beebe and Philip Vivirito

This easy-to-read guide to the payroll audit process is considered the payroll audit bible, with a wealth of practical information and advice on how to conduct payroll audits and audit programs that are both effective and cost-efficient.

Collecting Employer Contributions:
The ERISA Litigation Guide
by Travis J. Ketterman

Use this step-by-step guide to filing a collections suit under ERISA. Trustees will appreciate the plain English used to explain the collection process. Trust fund attorneys will value the practical pointers that can help increase the likelihood of a positive outcome. The appendix contains nearly 200 pages of sample legal forms and other model documents common to the collection of employer contributions.

Item #7303K. $80 (Members: $45). (Price includes shipping and handling.)
To order, visit www.ifebp.org/books.asp?7303K.

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#IFEBP
REGISTRATION/2019
Construction Industry Benefits Conference/Collection Procedures Institute

Attendee Information (Please print clearly)

Individual ID# or CEBS® ID# ____________________________
Full first name ____________________________________ M.I. _____ Last name ________________________________
Employer __________________________________________
Title ___________________ ___________________________ □ Business □ Home
Address __________________________________________
City ___________________ State/Province _____ Country _____ ZIP/Postal code __________________
Phone __________________________________________
□ Business □ Home □ Mobile
Email __________________________________________
Form completed by __________________________________ Phone ____________________

Not a Member? Join Now and Save! Visit www.ifebp.org/join for current rates.
□ Individual $325 □ Organizational $1,050

Registration Information

Bill to organization name __________________________________________
Bill to organization ID # ________________________________________
Badge name __________________________________________ Badge title __________________
Special assistance—specify __________________________________
Special dietary requirements—specify __________________________________

☐ Attend Both Programs for One Low Price

Discount Code Const19

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<tr>
<th>September 23-26, 2019</th>
<th>Boston, Massachusetts</th>
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<tr>
<td>Member fee</td>
<td>$2,200</td>
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<tr>
<td>Nonmember fee</td>
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☐ Construction Industry Benefits Conference

(19-1919)

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(10-1919)

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Hotel

Reservation Deadline: August 19, 2019 • Include $400 hotel deposit.
The Westin Copley Place Boston—$309 single/double
# of Adults _______ # of Children _______ □ King bed □ Two beds
Arrival date _______ Departure date _______ Special requests—describe __________________________

Continuing Education Credit

The International Foundation will apply for CE credit based on requests indicated below.
☐ Actuary ☐ Attorney ☐ CFP ☐ CIMA ☐ CPA ☐ HRCI ☐ Insurance producer* ☐
☐ SHRM ☐ Other, specify __________________________
Licensed in the state(s) of __________________________ License/NPN/BAR/CPA # __________________________
*Preapproval of programs/seminars is required in ALL insurance states. This process can take up to 90 days. Late requests could preclude insurance producers from earning credit. NOTE: Requests made for CE credit on this form do not guarantee administration of credit.

Payment Must Accompany Order

New! Policies have changed. See www.ifebp.org/policies.
Make check payable to International Foundation.
☐ Check # __________________________ $ __________________________
☐ Credit card # __________________________
Exp. date __________________________
Cardholder's name (print) __________________________

Registration/Order Summary

Membership fee $ __________
Conference fee $ __________
Hotel deposit ($400) $ __________
Total (U.S. funds) $ __________

www.ifebp.org Secure fax (262) 384-1818 International Foundation P.O. Box 689954, Chicago, IL 60695-9954
Questions, email edreg@ifebp.org, or phone (888) 334-3327, option 2.
Collection Procedures Institute
September 25-26, 2019 | Boston, Massachusetts

Sessions Include:

- Team Collections
- Your Collections Process
- Administrative Operations
- Making Your Payroll Auditing More Efficient
- Your Guide to Collection Litigation
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- What's New in Payroll Auditing (Advanced)
- Legal Trends in Collections
- Unique Collections Cases—You Be the Judge
- Mock Delinquency Meetings—Tackling the Agenda
- Collections Wrap-Up—Answering Your Questions

Register by August 12 to save $300 with the early registration discount!

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Source Code: 1916 W