

American Conference Institute's 3rd Advanced Forum on

GOVERNMENT CONTRACTING

ETHICS, OCIs & COMPLIANCE

October 20 & 21, 2010 | Hilton Washington Embassy Row | Washington, DC

Gain first-hand Government insights from:



Sharon L. Larkin
Assistant General Counsel & GAO
Contract Appeals Board Member
U.S. Government Accountability Office



Steve Linick
Deputy Chief, Fraud Section
Criminal Division
U.S. Department of Justice



Frances Lynn McCormick
Special Agent, Program Manager
Contract Disclosure Program
U.S. Department of Defense Inspector
General

Distinguished Co-Chairs:



Steven Epstein
Chief Counsel for Ethics and Compliance
The Boeing Company



Angela Styles
Partner
Crowell & Moring, LLP

Interactive Pre-Conference Workshops Tuesday, October 19, 2010

- A. FCPA and ITAR Compliance for Government Contractors
- B. The Fundamentals of the False Claims Act

Benchmark your ethics and compliance practices with:

AECOM	Goodrich	Oracle
Apptis	Honeywell	Raytheon
Boeing	ITT	SAIC
CSC	Lockheed Martin	Textron Systems
DynCorp	Man Tech International	Tyco International
General Electric	Northrop Grumman	

This unique industry event will provide best practices and strategic insights on how to:

- Incorporate tightened organizational conflict of interest (OCI) rules into your company's mitigation plan
- Minimize the risk of *False Claims Act* violations (FCA) and prepare for US DOJ's focus on FCA enforcement
- Meet FAPIIS requirements and certify compliance for bids and proposals
- Comply with stricter limits on gifts, entertainment and contributions under new lobbying disclosure rules
- Identify what triggers mandatory reporting and what government expects from "full cooperation"
- Upgrade your internal controls and policies to ensure compliance with more rigorous ethics requirements
- Comply with trade agreements and certify country of origin
- Meet new contractor requirements in Iraq and Afghanistan

Supporting Associations:



Media Partner:



Register Now • 888-224-2480 • AmericanConference.com/GovtEthics

Learn what it takes to comply with new ethics requirements, prevent litigation and stay competitive.

The chances of losing U.S. Government contracts for ethics and compliance reasons have never been higher. Greater government contracting oversight, new OCI and PCI rules, FAPIIS requirements, increased liability risks under the False Claims Act, and stricter lobbying disclosure rules require that all contractors implement an airtight internal compliance policy to meet more rigorous contractor ethics requirements. Given the recent wave of legislative changes and the growing threat of suspension, debarment and steep penalties, government contractors, large or small, must reevaluate the effectiveness of their ethics compliance controls and detect violations before they result in litigation, enforcement, and lost business.

American Conference Institute's 3rd Advanced Forum on Government Contracting Ethics and Compliance features once again an exceptional faculty of senior government, industry and legal professionals. They will analyze the latest regulatory requirements and provide the critical and practical insights you need to effectively incorporate new contractor ethics rules into your existing ethics compliance program and win those lucrative contracts. Topics will include:

- Certifying compliance with FAPIIS requirements for bids and proposals
- How the FCA is being used to enforce Anti-Kickback violations
- Preventing and mitigating OCIs and PCIs
- Complying with new restrictions on hiring former government employees
- Preparing for and responding to DCAA audits
- Designing secure networks in line with DoD's latest IA requirements

Spaces for this event always fill up quickly. Secure your place today by calling 1-888-224-2480; faxing your registration form to 1-877-927-1563; or registering online at www.AmericanConference.com/GovtEthics.

A MUST-ATTEND EVENT FOR

- Vice Presidents, Managers and Directors:
 - Government Contracts
 - Contract Compliance
 - Ethics Compliance
 - Business Conduct
 - Government Relations
 - Federal Government Procurement
 - Government Contract Administration
- Corporate & Compliance Counsel
- Compliance Officers
- Ethics Officers
- Outside Counsel Attorneys specializing in:
 - Government Contracts
 - Bid Protests

AGENDA-AT-A-GLANCE

Tuesday, October 19, 2010 | Pre-Conference Workshops

- 9:00 Workshop A: The Fundamentals of FCPA and ITAR Compliance: Best Practices for Government Contractors
- 1:30 Workshop B: The Fundamentals of the False Claims Act: A Complete Guide to Prevent Qui Tam Claims and Ensure FCA Compliance

Wednesday, October 20, 2010 | Main Conference Day 1

- 9:00 Opening Remarks from the Co-Chairs
- 9:15 Incorporating Tightened OCI Rules into Your Mitigation Plan
- 10:15 Networking Coffee Break
- 10:30 Preventing False Claims Act Violations: How to Prepare for Increased Enforcement and Liability Exposure
- 11:45 Meeting Federal Awardee Performance and Integrity Information System Requirements
- 12:15 Networking Luncheon for Speakers and Attendees
- 1:45 Deciding When and How to Disclose Under FAR Mandatory Disclosure Rules and Ensuring "Full Cooperation"
- 3:00 Networking Refreshment Break
- 3:15 Contractors in the Battlefield: Embedding Ethics in the Field and Meeting New Contractor Requirements in Iraq and Afghanistan
- 4:15 Hiring Former Government Employees: Complying with New Restrictions and Personal Conflict of Interest Rules
- 5:15 Conference Adjourns to Day 2

Thursday, October 21, 2010 | Main Conference Day 2

- 9:00 Welcome and Opening Remarks
- 9:05 Designing an Effective Ethics Compliance Program: Core Components to Withstand Increased Scrutiny and Meet New Ethics Requirements
- 10:15 Networking Coffee Break
- 10:30 Satisfying Lobbying Disclosure Rules: How to Prevent Gifts, Entertainment and Contribution Pitfalls and Meet New Registration and Reporting Requirements
- 11:30 The New Audit Environment: Preparing for and Responding to DCAA/DoD IG Audits
- 12:45 Networking Luncheon for Speakers and Attendees
- 2:00 Complying with Trade Agreements and Certifying Country of Origin
- 3:00 Networking Refreshment Break
- 3:15 Preparing for an Uptick in Bid Protests on Ethical Grounds
- 4:15 Information Assurance: Ensuring Secure Networks in Line with DoD's Latest IA Requirements
- 5:00 Conference Concludes

8:00 Registration and Coffee

9:00 **Co-Chairs' Opening Remarks**

Steven Epstein
Chief Counsel for Ethics and Compliance
The Boeing Company
(Washington, DC)

Angela Styles
Partner
Crowell & Moring, LLP
(Washington, DC)

9:15 **Incorporating Tightened OCI Rules into Your Mitigation Plan**

William E. Kline
Contract Manager
AECOM
(Glen Allen, VA)

Helaine (Lannie) G. Elderkin
Deputy General Counsel
CSC
(Falls Church, VA)

Rand L. Allen
Partner & Chair
Government Contracts Practice Group
Wiley Rein LLP
(Washington, DC)

- How the DoD proposed rule constitutes a significant departure from the current OCI framework under the Federal Acquisition Regulation subpart 9.5
- Ongoing efforts by the Office of Federal Procurement Policy and Office of Government Ethics to revise FAR subpart 9.5 and impact on utility of DoD OCI rules
- Identifying, evaluating and resolving OCIs under the new proposed rule
- What constitutes an organizational conflict of interest under the new rules and how to detect situations in which OCIs arise
- Limitations on future contracting activity and segments most likely affected – special concerns for the hardware and weapons systems environment

10:15 Coffee Break

10:30 **Preventing False Claims Act Violations: How to Prepare for Increased FCA Enforcement and Liability Exposure**

Alice Eldridge
Vice President, Ethics & Business Conduct
Lockheed Martin Corporation
(Bethesda, MD)

Peter B. Hutt II
Partner
Akin Gump Strauss Hauer Feld LLP
(Washington, DC)

Robert L. Vogel
Partner
Vogel, Slade & Goldstein, LLP (Washington, DC)

- New liabilities under the False Claims Act and what the DOJ is focusing on now
- FCA enforcement of nontraditional areas including “reverse” false claims and grants
- How the FCA is being used to enforce anti-kickback violations
- How the courts determine whether a claim is “false or fraudulent”
- What can trigger a FCA violation and how to reduce the risk of exposure
- What to report and when – effectively communicating with the government
- Upgrading your compliance program to ensure FCA compliance
- Impact of recent Supreme Court rulings including *Allison Engine* and *Graham County* on FCA compliance and enforcement
- What can be learned from recent enforcement actions including EMC Corp, AstraZeneca, Novartis, and Chevron

11:45 **Meeting Federal Awardee Performance and Integrity Information System Requirements**

Angela Styles
Partner
Crowell & Moring, LLP
(Washington, DC)

- What type of data is included in the new federal database of contractor integrity and performance and what it means for contractors
- Preparing information for the database
- Ensuring submissions are “current, accurate and complete”
- Certifying compliance with FAPIIS requirements for bids and proposals
- Handling claims and challenges against you
- How FAPIIS violations can trigger FCA issues
- Protecting information from FOIA

12:15 Networking Luncheon for Speakers and Attendees

“Faculty was well-qualified and informative.”
– ManTech International

“Excellent conference with high caliber speakers.”
– Squire Sanders & Dempsey LLP

1:45 **Deciding When and How to Disclose Under FAR Mandatory Disclosure Rules and Ensuring “Full Cooperation”**

J. André Hall
Vice President
Business Conduct & Chief Ethics Officer
Goodrich Corporation
(Charlotte, NC)

Frances Lynn McCormick
Special Agent, Program Manager
Contract Disclosure Program
Department of Defense Inspector General
(Arlington, VA)

Steve Linick
Deputy Chief, Fraud Section - Criminal Division
U.S. Department of Justice
(Washington, DC)

Scott Hommer – Panel Moderator
Partner
Venable LLP
(Washington, DC)

- How far back you need to go to meet your disclosure obligations
- What kind of misconduct must be reported and at what point is a disclosure obligation triggered
- Disclosing insignificant overpayments, mischarging and defective pricing
- How quickly disclosures must be made
- What kind of evidence qualifies as “credible evidence”
- What Government expects in terms of “full cooperation”
- How to preserve confidentiality and privilege when making a disclosure
- What happens after a disclosure and how to take action “in accordance with agency procedures”
- Why companies should or should not publish mandatory disclosure policies
- What effect disclosures have on past performance evaluations

3:00 **Refreshment Break**

3:15 **Contractors on the Battlefield: Embedding Ethics in the Field and Meeting New Contractor Requirements in Iraq and Afghanistan**

Jean-Marie Padden
Assistant General Counsel
Textron Systems Corporation
(Hunt Valley, MD)

Khaled Saqqaf
Partner
Head of Office Iraq
Al Tamimi & Company
(Baghdad, Iraq)

Steve Linick
Deputy Chief, Fraud Section - Criminal Division
U.S. Department of Justice (Washington, DC)

- How contractor compliance is evolving under the U.S.-Iraq Status of Forces Agreement
- Identification, due diligence and management of third parties, consultants and subcontractors
- Meeting pre-deployment processing, training, and reporting requirements
 - Trafficking in persons
 - Jurisdictional considerations
 - Global anti-corruption compliance
 - Addressing distinct ethical standards
- Restrictions on performance of previously U.S. government functions
- Determining the applicability of FAR and DFARS to U.S.-funded projects by foreign governments

4:15 **Hiring Former Government Employees: Complying with New Restrictions and Personal Conflict of Interest Rules**

James C. Fontana
Senior Vice President and General Counsel
Apptis, Inc.
(Chantilly, VA)

Steven Epstein
Chief Counsel for Ethics and Compliance
The Boeing Company
(Washington, DC)

James J. McCullough
Partner
Fried, Frank, Harris, Shriver & Jacobson LLP
(Washington, DC)

- Weighing the pros and cons of hiring former government personnel
- How DoD revolving door restrictions are impacting the hiring process for government contractors
- Extent to which government contractors can rely on ethics opinions issued by government agencies
- Managing new PCI regulations – what are new required procedures under the proposed personal conflicts of interest rule
- Protecting the rights of the contract employee versus protecting the contractor’s relationship with its federal-agency client – how to reconcile disputes effectively
- How to prevent PCIs for inherently governmental functions through the development of a standard policy
- Imposing government employee restrictions on contractors
- Preventing Procurement Integrity Act violations
 - What a former government employee can and cannot disclose as an advisor to a government contractor
 - What is “improper” access to “off-limits”, competitive, sensitive and government source selection information
 - Lessons learned from recent enforcement actions

5:15 **Conference Adjourns to Day 2**

“Enjoyed the speakers and topics.”
– Boeing

9:00 **Opening Remarks from Conference Co-Chairs**

9:05 **Designing an Effective Ethics Compliance Program: Core Components to Withstand Increased Scrutiny and Meet New Ethics Requirements**

Patricia J. Ellis
Vice President
Business Ethics and Compliance
Raytheon Company
(Waltham, MA)

Laura K. Kennedy
Senior Vice President for Ethics and Compliance
SAIC
(McLean, VA)

Sandra Evers-Manly
Vice President of Corporate Responsibility
Northrop Grumman
(Los Angeles, LA)

Larry Trowel
General Manager
Government Business Practice and Processes
General Electric
(Evendale, OH)

- Tailoring your program to fit your company's size, work-mix, operations and culture
- Reviewing and upgrading policies to ensure compliance with more rigorous ethics requirements
- How senior management and board directors can foster a culture of ethics and integrity throughout the company
- Developing a Code of Conduct that matters
- Establishing effective internal controls
- Training employees and fostering ongoing awareness
- How and when to take disciplinary action against employees for improper conduct
- How to ensure effective reporting, oversight and accountability by senior management

10:15 **Coffee Break**

10:30 **Satisfying New Lobbying Disclosure Rules: How to Prevent Gifts, Entertainment and Contributions Pitfalls and Meet New Registration and Reporting Requirements**

Julia K. Bailey
Assistant General Counsel,
International Transactions and Compliance
Honeywell International
(Washington, DC)

Michael W. Clancy
Vice President and Associate General Counsel
Oracle USA
(Reston, VA)

Kenneth Gross

Partner
Skadden, Arps, Slate, Meagher & Flom, LLP
(Washington, DC)

- How changes to HLOGA will impact government contractors
- What activities are covered as lobbying and what must be reported and disclosed
- How to determine whether or not your company, in-house employees and retained consultants are required to register and report under federal, state and local lobbying laws
- Understanding restrictions on what registered lobbyists may do
- Training company employees involved in government contracts in special lobbying and political contributions restrictions that apply to government contractors
- Implementing a tracking system for political contributions by employees in pay-to-play states that limit such contributions for government contractors or require that they be reported

11:30 **The New Audit Environment: Preparing for and Responding to DCAA/DoD IG Audits**

David J. Roll, CPA
Vice President-Industry Compliance
ManTech International Corporation (Fairfax, VA)
Former Chief, Technical Audits Services Division
Defense Contract Audit Agency (DCAA)

Chad Connel
Director
Government Compliance
DynCorp International
(Fort Worth, TX)

Tom Abbott
Partner
McKenna Long & Aldridge LLP
(Los Angeles, CA)

- The anticipated impact of latest DCAA audit guidance changes and DCAA's new audit focus
- What triggers a DCAA/Inspector General audit and how audit processes differ
- Understanding auditors' objectives and areas of focus given recent changes
- Establishing more frequent communication with DCAA
- Resolving questions or clarifications in advance of entrance conference
- Responding to audits and information requests in a timely manner
- Preserving attorney-client privilege
- Responding to and documenting all record requests
- Identifying when the use of external counsel is necessary
- How to respond to audit findings

12:45 **Networking Luncheon for Speakers and Attendees**

2:00 **Complying with Trade Agreements and Certifying Country of Origin**

Bruce Ramo
Senior Government Contracts Counsel
Tyco International
(Washington, DC)

John A. Howell
Partner
Sullivan & Worcester LLP
(Washington, DC)

- The *Buy American Act* and the *Trade Agreements Act* - what do they mean and when do they apply?
- Making sense of specialty metals requirements
- Meeting country of origin requirements when using stimulus funds
- Determining country of origin and key considerations when certifying your goods
- Case by case determination of substantial transformation
- Implementing effective origin determination processes, based on range and types of products involved
- Developing standardized policies and instructions for the field
- Penalties and sanctions for improper/fraudulent certifications

3:00 Refreshment Break

3:15 Preparing for an Uptick in Bid Protests on Ethical Grounds

L. James D'Agostino
Partner
Greenberg Traurig LLP
(McLean, VA)

Sharon L. Larkin
Assistant General Counsel
GAO Contract Appeals Board Member
U.S. Government Accountability Office
(Washington, DC)

- When ethics issues and OCIs have been successful grounds for bid protests
- How GAO and courts analyze ethics-related and OCI bid protest cases
 - Impact of previous government contracts on the analysis
 - Whether a potential OCI can impair judgment
- What is required of contractors during the bid process under new OCI rules
- Impact of an ongoing government investigation on bid protests cases
- Procedures for filing a bid protest and what are winning/losing grounds
- Defending a bid protest
- Recent GAO bid protest decisions and lessons learned

Global Sponsorship Opportunities

ACI, along with our sister organization based in London, C5 Conferences, works closely with sponsors in order to create the perfect business development solution catered exclusively to the needs of any practice group, business line or corporation. With over 350 conferences in the United States, Europe, the Commonwealth of Independent States (CIS) and China, ACI/C5 Conferences provide a diverse portfolio of first-class events tailored to the senior level executive spanning multiple industries and geographies.

For more information about this program or our global portfolio of events, please contact:

Wendy Tyler
Group Leader & Business Development Executive
American Conference Institute
Tel: 212-352-3220 x242 | Fax: 212-220-4281
w.tyler@AmericanConference.com

4:15 Information Assurance: Ensuring Secure Networks in Line with DoD's Latest IA Requirements

Bobby Ford
Cyber Security Manager for Government Customers
ITT Corporation (McLean, VA)

- What defines a "secure network" under DoD rule
- Implementing authentication methods and control sets
- Developing and enforcing a formal published policy on ensuring the confidentiality of government proprietary data
- Preventing common pitfalls in protecting government proprietary data
- Training employees on information assurance
- Verifying and documenting employee compliance
- Conducting a software vulnerability assessment
- Latest technology trends in IA

5:00 Co-Chairs' Closing Remarks and Conference Ends

Continuing Legal Education Credits



Accreditation will be sought in those jurisdictions requested by the registrants which have continuing education requirements. This course is identified as nontransitional for the purposes of CLE accreditation.

ACI certifies that the activity has been approved for CLE credit by the New York State Continuing Legal Education Board in the amount of 14.5 hours of which 3.5 hours will apply to ethics. An additional 4.0 credit hours will apply to each workshop participation.

ACI certifies that this activity has been approved for CLE credit by the State Bar of California in the amount of 12.0 hours of which 3.5 hours will apply to ethics. An additional 3.0 credit hours will apply to each workshop participation.

You are required to bring your state bar number to complete the appropriate state forms during the conference. CLE credits are processed in 4-8 weeks after a conference is held.

ACI has a dedicated team which processes requests for state approval. Please note that event accreditation varies by state and ACI will make every effort to process your request.

Questions about CLE credits for your state? Visit our online CLE Help Center at www.americanconference.com/CLE



American Conference Institute (ACI) will apply for Continuing Professional Education credits for all conference attendees who request credit.

Course objective: instruction on contractor ethics rules, how to implement effective ethics compliance controls, and prevent OCIs. Prerequisite: None. Level of knowledge: Intermediate. Teaching method: Seminar Lecture. Advanced Preparation: None. Delivery method: Group Live. Please refer to the information in this brochure for outline, course content and objectives. Upon completion of this course you will receive a certificate of attendance. Final approval of a course for CPE credits belongs with each states' regulatory board. Recommended CPE Credit: 14.5 hours of which 3.5 hours are ethics credit hours. An additional 4.0 credit hours will apply to each workshop participation.

ACI 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 or by visiting the web site: www.nasba.org

To request credit, please check the appropriate box on the Registration form.

For more information regarding administrative policies or to file a complaint regarding CPE credits, please contact our customer service department at 888-224-2480.

Interactive Pre-Conference Workshops: Tuesday, October 19, 2010

Workshop A: 9:00 a.m. – 12:30 p.m.

The Fundamentals of FCPA and ITAR Compliance: Best Practices for Government Contractors

Andrew Irwin
Of Counsel

Step toe & Johnson LLP (Washington, DC)

Government contractors operating abroad are subject to a number of compliance obligations and face significant risks under the *Foreign Corrupt Practices Act* (FCPA) and the *International Traffic in Arms Regulations* (ITAR). Given heightened enforcement of the FCPA and ITAR, and the increasing relevance of the interplay between these two regimes, it is imperative companies manage individual as well as overlapping risks.

During this interactive and practical session, Andrew Irwin will discuss core issues related to the FCPA, the overlap of FCPA and ITAR risks and how to prevent and detect such risks in the government contracting environment.

Points of discussion will include:

- Who is covered by the FCPA
- What is the extraterritorial reach of the FCPA
- FCPA issues impacting USG contractor teaming arrangements
- FCPA risks facing government contractors including instances in which USG contractors interact with non-US government officials
- FCPA compliance and accounting controls you should have in place in a government contract environment
- ITAR basics for USG contractors, including license exemptions applicable in a USG contracting context
- Part 130 of the ITAR and its relationship with the FCPA
- Impact of recent FCPA enforcement actions and what the DOJ and SEC are focusing on now
- Incorporating FCPA and ITAR protocols into your compliance program

Workshop B: 1:30 p.m. - 5:00 p.m.

The Fundamentals of the False Claims Act: A Complete Guide to Prevent Qui Tam Claims and How to Ensure FCA Compliance

Mark D. Colley
Partner

Arnold & Porter LLP (Washington, DC)

The *False Claims Act* is one of the government's primary weapons to combat fraud against the government. It is the fastest growing area of federal litigation, particularly because of its unique *qui tam* enforcement mechanisms. FCA and *qui tam* violations can result in substantial civil damages and penalties and even criminal sanctions. Recent amendments to the Act under the Fraud Enforcement and Recovery Act of 2009 (FERA) expand coverage of the FCA, and expressly overrule many judicial decisions that were favorable to government contractors, making this law even more complex and powerful and increasing liability risks.

Do you understand the differences in FCA law and procedure before and after the 2009 amendments? Are you prepared to respond to a *qui tam* claim? In this interactive, practical workshop, you will get a nuts and bolts understanding of the *False Claims Act* and *qui tam* enforcement, key insights on FCA compliance and how to effectively respond to a *qui tam* claim.

Topics will include:

- Key terms and basics of liability, damages, FCA procedure and *qui tam* procedure
- Differences in FCA law and procedure before and after the 2009 amendments
- Changes to the liability sections of the FCA (direct claims, false statements, reverse false claims and conspiracy)
- Expansion of FCA enforcement through state *qui tam* laws
- Ethical issues unique to FCA and *qui tam* enforcement
- Investigation of a FCA case and corporate disclosure obligations
- *Qui Tam* litigation under the FCA
 - Effectively responding to a *qui tam* claim – what you need to know
 - “Public disclosure” and the “original source” exception
 - Whistle blower provisions and their effects
- FCA compliance - essential elements of an effective compliance program

American Conference Institute's 3rd Advanced Forum on

GOVERNMENT CONTRACTING

ETHICS, OCIs & COMPLIANCE

October 20 & 21, 2010 | Hilton Washington Embassy Row | Washington, DC

Gain updates and insights from senior industry executives

AECOM	ITT
Appis	Lockheed Martin
Boeing	Man Tech International
CSC	Northrop Grumman
DynCorp	Raytheon
General Electric	SAIC
Goodrich	Textron Systems
Honeywell	Tyco International

REGISTRATION FORM

PRIORITY SERVICE CODE

S

ATTENTION MAILROOM: If undeliverable to addressee, please forward to:
Vice President of Government Contracts/Ethics & Business Conduct, Compliance Manager, General Counsel



CONFERENCE CODE: 710L11-WAS

YES! Please register the following delegate for GOVERNMENT CONTRACTING ETHICS & COMPLIANCE

CONTACT DETAILS

NAME	POSITION	
APPROVING MANAGER	POSITION	
ORGANIZATION		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE	FAX	
EMAIL	TYPE OF BUSINESS	

I would like to receive CLE accreditation for the following states: _____ . See CLE details inside.

FEE PER DELEGATE	Register & Pay by Aug 13, 2010	Register & Pay by Sept 17, 2010	Register after Sept 17, 2010
<input type="checkbox"/> Conference Only	\$1895	\$1995	\$2195
<input type="checkbox"/> Conference & 1 Workshop	\$2495	\$2595	\$2795
<input type="checkbox"/> Conference & 2 Workshops	\$3095	\$3195	\$3395

I would like to add ___ copies of the conference documentation to my order – \$299 each

I cannot attend but would like information regarding conference publications

Please send me information about related conferences

PAYMENT

Please charge my VISA MasterCard AMEX Please invoice me

NUMBER _____ EXP. DATE _____

SIGNATURE _____

(for credit card authorization and opt-in marketing)

I have enclosed my check for \$ _____ made payable to

American Conference Institute (T.I.N.—98-0116207)

ACH Payment (\$USD)
Please quote the name of the attendee(s) and the event code 710L11 as a reference.

For US registrants:
Bank Name: HSBC USA
Address: 800 6th Avenue, New York, NY 10001
Account Name: American Conference Institute
UPIC Routing and Transit Number: 021-05205-3
UPIC Account Number: 74952405
Non-US residents please contact Customer Service for Wire Payment information

Registration Fee

The fee includes the conference, all program materials, continental breakfasts, lunches, refreshments and complimentary membership of the ACI Alumni program.

Payment Policy

Payment must be received in full by the conference date. All discounts will be applied to the Conference Only fee (excluding add-ons), cannot be combined with any other offer, and must be paid in full at time of order. Group discounts available to individuals employed by the same organization.

Cancellation and Refund Policy

You must notify us by email at least 48 hrs in advance if you wish to send a substitute participant. Delegates may not "share" a pass between multiple attendees without prior authorization. If you are unable to find a substitute, please notify **American Conference Institute (ACI)** in writing up to 10 days prior to the conference date and a credit voucher valid for 1 year will be issued to you for the full amount paid, redeemable against any other ACI conference. If you prefer, you may request a refund of fees paid less a 25% service charge. No credits or refunds will be given for cancellations received after 10 days prior to the conference date. **ACI reserves the right to cancel any conference it deems necessary or remove/restrict access to the ACI Alumni program and will not be responsible for airfare, hotel or other costs incurred by registrants. No liability is assumed by ACI for changes in program date, content, speakers, venue or arising from the use or unavailability of the ACI Alumni program.**

Hotel Information

American Conference Institute is pleased to offer our delegates a limited number of hotel rooms at a preferential rate. Please contact the hotel directly and mention the "ACI GOVERNMENT CONTRACTING ETHICS, OCIS AND COMPLIANCE" conference to receive this rate:

Venue: Hilton Washington Embassy Row
Address: 2015 Massachusetts Avenue NW
Washington, District of Columbia, USA 20036
Reservations: 1-202-265-1600

Incorrect Mailing Information

If you would like us to change any of your details please fax the label on this brochure to our Database Administrator at 1-877-927-1563, or email data@AmericanConference.com.

5 Easy Ways to Register

MAIL **American Conference Institute**
41 West 25th Street
New York, NY 10010

PHONE 888-224-2480

FAX 877-927-1563

ONLINE
AmericanConference.com/GovtEthics

EMAIL
CustomerService
@AmericanConference.com

CONFERENCE PUBLICATIONS

To reserve your copy or to receive a catalog of ACI titles go to www.aciresources.com or call 1-888-224-2480.

SPECIAL DISCOUNT

We offer special pricing for groups and government employees. Please email or call for details.
Promotional Discounts May Not Be Combined. **ACI** offers financial scholarships for government employees, judges, law students, non-profit entities and others. For more information, please email or call customer care.