

# Collection Procedures Institute

**Monday, October 14 -  
Tuesday, October 15, 2024**  
The Capital Hilton  
Washington, D.C.

[www.ifebp.org/collections](http://www.ifebp.org/collections)

International Foundation  
OF EMPLOYEE BENEFIT PLANS



# Collection Procedures Institute

October 14-15, 2024 | The Capital Hilton | Washington, D.C.

Collections are critical to your fund's financial health and cannot be overlooked. This course is designed to provide you with the practical information you need to fulfill your fiduciary obligation to collect the employer contributions due to your funds. In today's turbulent economic environment, it's imperative that you keep abreast of the latest trends and best practices. Join expert instructors in Washington, D.C. to learn of the latest legal, auditing and fund office procedures that impact your collections program. After attending the Collection Procedures Institute, you will be able to benchmark your own policies and procedures to maximize your collections and minimize your headaches.

## Who Should Attend

This course is designed for anyone affiliated with a multiemployer trust fund who has a role in or responsibility for collecting employer contributions, including:

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

## Key Takeaways

- Understand the collections process
- Learn the roles and responsibilities of your entire collections team
- Explore effective strategies that yield results
- Know how key legal decisions may impact your plans
- Develop a list of best practices to implement
- Access sample documents, checklists and other prototypes
- Apply your learning as you participate in case studies
- Network through interactive sessions, allowing you to learn from your peers

# PROGRAM AT A GLANCE

<b>SUNDAY</b>   October 13, 2024	
<b>4:00-6:00 p.m. ET</b>	Registration and Information
<b>MONDAY</b>   October 14, 2024	
<b>7:00 a.m.-4:00 p.m. ET</b>	Registration and Information
<b>8:00-11:30 a.m. ET</b>	Module I: Team Collections
<b>12:30-4:00 p.m. ET</b>	Module II: Collections Process and Professionals
<b>TUESDAY</b>   October 15, 2024	
<b>8:00-11:30 a.m. ET</b>	Module III: Unique Collection Issues
<b>12:30-4:00 p.m. ET</b>	Module IV: Securing Payment and Wrap-Up

## FACULTY



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## Sunday, October 13, 2024

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4:00-6:00 p.m. ET

### Registration and Information

## Monday, October 14, 2024

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7:00 a.m.-4:00 p.m. ET

### Registration and Information

7:00-8:00 a.m. ET

### Continental Breakfast

8:00-11:30 a.m. ET

### Module I: Team Collections

This module will lay the foundation for understanding collections with a focus on the team approach to managing the process.

Topics include:

- Fiduciary responsibility
- Collective bargaining agreements and collection procedures
- Administrative processes and best practices
- Delinquency committees
- Case study exercise.

## Monday, October 14, 2024 *(continued)*

11:30 a.m.-12:30 p.m. ET

**Lunch (provided)**

12:30-4:00 p.m. ET

### **Module II: Collections Process and Professionals**

This module will focus on the collections process and the professionals who help you manage your collections program.

Topics include:

- Payroll audits
- Lawyers and the litigation process
- Case study exercise.

## Tuesday, October 15, 2024

7:00 a.m.-4:00 p.m. ET

### **Registration and Information**

7:00-8:00 a.m. ET

### **Continental Breakfast**

8:00-11:30 a.m. ET

### **Module III: Unique Collection Issues**

This module will address unique collections issues that need special consideration. Topics include:

- Beyond the signatory employer
- Bankruptcy
- Withdrawal liability
- Unique payroll challenges
- Case study exercise.



**Tuesday, October 15, 2024** *(continued)*

11:30 a.m.-12:30 p.m. ET

**Lunch (provided)**

12:30-4:00 p.m. ET

**Module IV: Securing Payment and Wrap-Up**

This module will tie together the whole course and hone in on getting the money. Topics include:

- Settlements
- Post-judgment collection actions
- Case study wrap-up exercise
- Open forum.



Visit [www.ifebp.org/collections](http://www.ifebp.org/collections) to register online.

# Hotel Information

## The Capital Hilton

**Rates:**

US\$319 single/double

**Reservation Deadline:**

September 9, 2024

You will be charged a US\$400 deposit upon registration.

**Please specify your hotel requirements when registering.**

## Hotel Details

In the heart of Washington, D.C. city center, the historic Capital Hilton is less than two blocks away from the White House. The Metro Center station of the Washington Metro line is 2,950 feet from The Capital Hilton, providing easy access to all of Washington D.C.'s attractions. On-site dining includes a breakfast menu with fresh fruits, juices, an omelet bar, and freshly baked pastries and breads. A fitness center with cardio equipment, plyometric training boxes, a studio room and weights is provided.

## Location Details

Washington, D.C. offers attractions and activities for every visitor. With unmatched access to incredible free museums, monuments, memorials and one-of-a-kind events, D.C. is in a class all of its own. Discover your own adventures in the nation's capital.

**REGISTER TODAY at**  
**[www.ifebp.org/collections](http://www.ifebp.org/collections)**

	<b>Member</b>	<b>Nonmember</b>
Through September 2, 2024	US\$1,425	US\$1,645
After September 2, 2024	US\$1,725	US\$1,945

**REGISTRATION INCLUDES**

Continental Breakfasts | Lunches | Beverage Breaks

**POLICIES**

Cancel and transfer fees are based on registration fee paid: 60+ days before meeting is 10%; 31-59 days before meeting is 25%; within 30 days of meeting is 50%. Hotel deposit is forfeited for cancellations/transfers received within three days (five days for Disney properties) of arrival. Registration fee is forfeited once program commences. Visit [www.ifebp.org/policies](http://www.ifebp.org/policies) for more details and to view the current policy.

**CONTINUING EDUCATION CREDIT**

Continuing education (CE) credit for professions and designations MAY be available for attendance at live sessions. You must register for the program and request CE credit at least 60 days prior to the beginning of the program so that the Foundation can seek preapproval from the governing agency.

*Note: Requests made for CE credit do not guarantee administration of credit.*

For further information on CE credit, please call (262) 786-6710, option 2, or email [continuinged@ifebp.org](mailto:continuinged@ifebp.org).



Educational sessions at this program can qualify for self-reported CEBS® Compliance credit. Visit [www.cebs.org/compliance](http://www.cebs.org/compliance) for additional information.



# Collection Procedures Institute

## Session Topics

- Fiduciary responsibility
- Beyond the signatory employer
- Collective bargaining agreements and collection procedures
- Bankruptcy
- Administrative best practices
- Withdrawal liability
- Payroll audits
- Settlements
- Judgments
- Post-judgment collection actions

**Register by September 2, 2024 to save US\$300 with the early registration discount!**

**Visit [www.ifebp.org/collections](http://www.ifebp.org/collections) for more information and to register.**

**ED249508**



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