

# 2012 ORM REGIONAL CONFERENCES

## OFFICE OF RISK MANAGEMENT

Join us for a **1 DAY CONFERENCE** on one of the following dates:

### **JANUARY 24, 2012**

CenturyLink Center, Shreveport  
Registration deadline - January 13<sup>th</sup>

### **JANUARY 31, 2012**

Holiday Inn South, Baton Rouge  
Registration deadline - January 20<sup>th</sup>

### **TOPICS** to be addressed:

- ◆ ORM: Roles & Responsibilities of ORM & FARA
- ◆ Loss Prevention: Targeted Risk Improvement Program
- ◆ FARA: Reporting & Managing Claims in iCE and iCOW
- ◆ FARA: Running Various Reports
- ◆ Facility Planning & Control: Roofing Program & Capital Outlay Projects
- ◆ Underwriting: Exposure Reporting Changes
- ◆ Underwriting: Insurance Requirements in Contracts
  
- ◆ A link to topic descriptions can be found on the conference registration website.

### **PERSONNEL** who will benefit:

- ◆ Agency Administrators
- ◆ Safety Professionals
- ◆ Risk Management Personnel
- ◆ Risk Exposure Personnel
- ◆ Claims Handling Personnel
- ◆ Human Resources Personnel

### **CONFERENCE & REGISTRATION** information found on our website:

- ◆ Online registration
- ◆ Conference agenda
- ◆ Hotel information
- ◆ All other related information

**<http://doa.louisiana.gov/orm/conferences.htm>**

- ◆ Online registration is mandatory. No mailed or faxed forms will be accepted.
- ◆ A \$25.00 ticket must be purchased for each attendee, whether attending the conference in whole or in part.
- ◆ No refunds will be given but substitutions can be made.
- ◆ All attendees must be pre-registered by the registration deadlines listed above. Registration will not be allowed the day of the conference.

*\* \* Due to limited space, all attendees must be pre-registered. \* \**

Direct all inquiries to **Dodi Langlois** at **(225) 342-8598**

**MORE INFORMATION ON BACK ...**

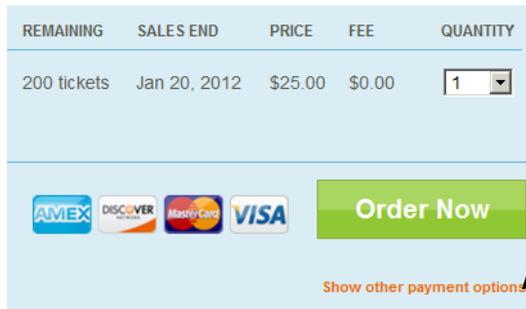
## PAYMENT OPTIONS

- **Pay By Check or Inter-Agency Journal Voucher (J4)**
  - Click “Show other payment options” under “Order Now”
  - Click “Pay Offline”
  - Complete registration
  - Click “Pay By Check”
  - See below for completing payment transaction

REMAINING	SALES END	PRICE	FEE	QUANTITY
200 tickets	Jan 20, 2012	\$25.00	\$0.00	1

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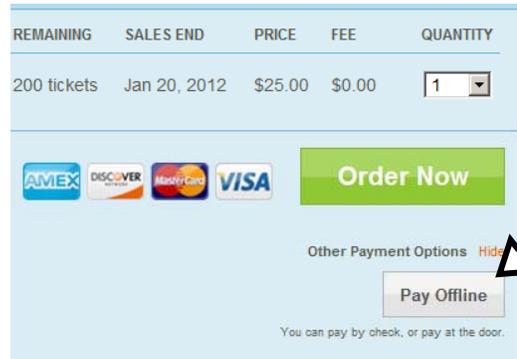
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Pay Offline

You can pay by check, or pay at the door.



- **Complete Payment By Check**
  - \* Make check payable to Office of Risk Management
  - \* Send copy of registration confirmation with check
  - \* Mail check to Office of Risk Management, P.O. Box 91106, Baton Rouge, LA 70821
- **Complete Payment By Inter-Agency Journal Voucher (J4)**
  - \* Initiate J4
  - \* Complete your agency’s coding information
  - \* Include attendee’s name in “Description”
  - \* Email J4 number to Sheila Prejean (Sheila.Prejean@la.gov)

- **Pay By Credit Card Online through EventBrite**
  - Click “Order Now” next to image of credit cards
  - Complete registration

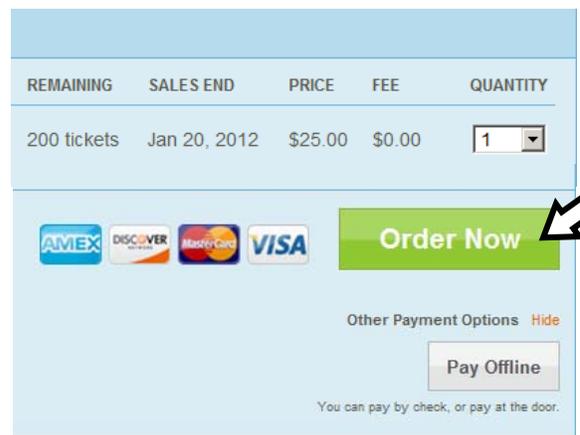
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Other Payment Options [Hide](#)

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**NO cash or EFTs will be accepted under any circumstances**

**\*\* If you are unsure which payment method to use, contact your Accounting Unit. \*\***