

## **NACTT 2012 Staff Symposia Series**

### ***GAME PLAN FOR A CHAMPIONSHIP OFFICE***

To Our Mentors, Friends and Vendors:

Chapter 13 Trustees and their employees provide specialized services for bankruptcy cases across the country. Collectively, approximately 200 Trustees and their employees administer over a million cases and disburse over five billion dollars annually. The Chapter 13 Trustee Offices accomplish these tasks efficiently and economically. Not surprisingly, the Trustees' and their staffs' jobs are unique and require specialized training.

For the past nine years, the National Association of Chapter 13 Trustees has provided, through its Staff Symposia program, a national educational format for Trustees' employees to learn more about bankruptcy cases and to increase their knowledge about their job tasks. The Staff Symposia provide an opportunity for Chapter 13 Trustees' employees to interact with peers across the country who perform similar jobs. The training and experience received through the Staff Symposia are invaluable, not only for the attending employees, but also for the Trustees and other staff in the offices.

The NACTT and the Staff Symposia Committee are committed to continuing to provide a premier training opportunity for Chapter 13 Trustee employees. Sponsorships are vital and assist in maintaining the high quality of the Staff Symposia programming.

The Committee cordially invites you to consider serving as a sponsor for the Symposia. There are various participation levels and sponsors will be appropriately recognized at each of the three 2012 Staff Symposia.

Sponsorship opportunities include:

**Sponsorship - \$5,000 ("Mentor")** *(per location)*

(Two Registrations Included; Recognition in Program, Posters at Strategic Areas, Speech at Lunch)

**Sponsorship - \$2,500 ("Friend")** *(per location)*

(One Registration Included; Recognition in Program, Posters at Strategic Areas)

**Vendor Exhibit/Display Table - \$1,000** *(per location)*

(One Registration Included)

Please complete the attached form if you are interested in providing a sponsorship for the 2012 Staff Symposia.



## NACTT 2012 Staff Symposia Series

### GAME PLAN FOR A CHAMPIONSHIP OFFICE

## SPONSORSHIP FORM

(Please complete a separate form for each attendee.)

Attendee's Name: \_\_\_\_\_

(Please print name to appear on name tag.)

Office Position: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Participant's Email Address: \_\_\_\_\_

Office Contact Name, Telephone, Email Address: \_\_\_\_\_

Emergency Contact and Telephone: \_\_\_\_\_

*In the following sections, please check your session choices. Choose only one per section.*

**Evening Prior to Symposium:** Registration and Opening Reception: 5:30 p.m. to 7:30 p.m.

**Day 1:** Registration and Breakfast: 7:30 a.m. to 8:45 a.m.

Lunch (Provided): 12:00 noon to 1:30 p.m.

Breaks: 15 minutes each between Sessions 1 and 2 and Sessions 3 and 4.

### **Session 1 (8:45 - 10:15):**

Foundation: **The Architecture - Bankruptcy Basics**

Value-Added Employee: **What is a Value-Added Employee and Can I Become One?**

Leadership: **Getting to Know YOU**  
**NOTE: Covers Two Sessions -Sessions 1 and 2. Requires advance participation. Prior to arriving at the Symposium, each participant must complete the DISC assessment on-line. If the assessment is not completed, the participant will not be able to attend this session. Link to assessment will be provided by email.**

Office Managers/Controllers: **What Kind of Manager Are You?**

### **Session 2 (10:30 - 12:00):**

Foundation: **The Build-Out - Life of a Bankruptcy Case (Part I)**

Value-Added Employee: **Enhance Personal Productivity and Accuracy**

Office Managers/Controllers: **Disaster Recovery – Are You Ready for the Unthinkable?**



## NACTT 2012 Staff Symposia Series - Registration (continued)

### Session 3 (1:30 - 3:00):

- Foundation: **The Build-Out - Life of a Bankruptcy Case (Part II)**
- Leadership: **Everyone Communicates, Few Connect (Part I)**
- Value-Added Employee: **Discover, Investigate, and Resolve Anomalies and Errors**
- Office Managers/Controllers: **Reports, Reports, Reports – How to Use Them to Monitor Employees**

### Session 4 (3:15 - 4:45):

- Foundation: **A Successful Project - What Makes a Chapter 13 Case Successful?**
- Leadership: **Everyone Communicates, Few Connect (Part II)**
- Value-Added Employee: **Develop Procedures and Checklists**
- Office Managers/Controllers: **Controllers “Controlling” the Auditors and the Audit Process**

### Sessions 4 and 5 (3:15 - 4:45; 8:30 - 10:00):

**CHICAGO ONLY - OFFICE MANAGERS AND CONTROLLERS ONLY - WITH TRUSTEE PERMISSION**

Trustee Initials: \_\_\_  Office Managers/Controllers: **Legal Developments - Employment Law Update**

Day 2: Breakfast: 7:30 a.m. to 8:30 a.m.  
Break: 15 minutes between Sessions 1 and 2.

### Session 5 (8:30 - 10:00):

- Foundation: **Partial Payments or Payments Or Payments in Full - Satisfying Claims**
- Leadership: **Inspiring Employees to Take Ownership on a Daily Basis... and What Champion Leaders Do When There is Nothing Left to Do**
- Value-Added Employee: **Become a Training Resource**
- Office Managers/Controllers: **Social Networking in the Workplace – Does it Have a Place?**

### Session 6 (10:15 - 11:45):

- Foundation: **Building Successful Relationships- Dealing With the Chapter 13 World**
- Leadership: **Creating Championship Teams - How To Reach Every Goal, and How to Eliminate Unnecessary Gossip and Chatter Within Each Team**
- Value-Added Employee: **Model Ethical Behavior in a Technological World**
- Office Managers/Controllers: **ePay Systems The Next Generation for Debtor Payments**

Adjournment: 11:45 a.m.

## NACTT 2012 Staff Symposia Series - Dates and Locations

Please check the symposium location you will be attending. Contact the hotels directly to make your hotel reservations. Advise the hotel that you are part of the NACTT Staff Symposium.

- Orlando, Florida**  
**March 8 and 9, 2012**  
**Classes: Thursday and Friday**  
**Reception: Wednesday, March 7, 2012**  
**Registration Deadline: February 15, 2012**  
**Orlando World Center Resort**  
World Center Drive  
Orlando, FL 32821  
(800) 380-7931 or (407) 239-4200  
Room Rate: \$170 per night  
**Reservations Deadline: February 15, 2012**
  
- Las Vegas, Nevada**  
**April 11 and 12, 2012**  
**Classes: Wednesday and Thursday**  
**Reception: Tuesday, April 10, 2012**  
**Registration Deadline: March 9, 2012**  
**The Mirage Hotel**  
3400 S. Las Vegas Blvd.  
Las Vegas, NV 89109  
(800) 499-6311 or (702) 791-7444  
Room Rate: \$138 per night (plus \$10 resort fee)  
**Reservations Deadline: March 9, 2012**
  
- Chicago, Illinois**  
**May 30 and 31, 2012**  
**Classes: Wednesday and Thursday**  
**Reception: Tuesday, May 29, 2012**  
**Registration Deadline: April 27, 2012**  
**Intercontinental Chicago Magnificent Mile**  
505 North Michigan Avenue  
Chicago, IL 60611  
Room Rate: \$189 per night  
(800) 628-2112 or (312) 944-4100  
**Reservations Deadline: April 27, 2012**

## NACTT 2012 Staff Symposia Series

### Sponsorship Fees

- Mentor - \$5,000 (per location)**  
(Two Registrations Included; Recognition in Program, Posters at Strategic Areas, Speech at Lunch)

Name of Additional Registrant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Participant's Email Address: \_\_\_\_\_

Emergency Contact and Telephone: \_\_\_\_\_

- Friend - \$2,500 (per location)**  
(One Registration Included; Exhibit/Display Table; Recognition in Program, Posters at Strategic Areas)

- Vendor - \$1,000 (per location)**  
(One Registration Included, Exhibit/Display Table)

- Additional Registrations**  
\$350 to attend both days of the Symposium.  
Includes breakfast on both days and lunch on the first day.

Name of Additional Registrant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Participant's Email Address: \_\_\_\_\_

Emergency Contact and Telephone: \_\_\_\_\_



## NACTT 2012 Staff Symposia Series

### Method of Payment

Check (preferred\*)       MasterCard       Visa       American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Please complete all pages of the registration form and submit one registration per attendee by:

Email: [courtney@jee.com](mailto:courtney@jee.com) or Fax: 1-803-765-0860 or

Mail: NACTT, 1 Windsor Cove, Suite 305, Columbia, SC 29223

**ATTENDEES SHOULD KEEP A COPY OF THIS FORM TO BRING WITH THEM TO THE SYMPOSIUM.  
Advance registration is required for all attendees. There are no provisions for parties traveling with attendees.**