



*Florida Tourist Development Tax Association, Inc.
Annual Tax Conference July 14-16, 2004
Kissimmee - St. Cloud Resort Area*

Agenda

Wednesday, July 14, 2004

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|---------------|---|
| 8:00 – 8:30 | Registration |
| 8:30 – 10:00 | Welcome and Association Business Meeting
<i>Nominations for President</i>
<i>Introduction of Regions to Hold Elections (2&3&5)</i> |
| 10:00 – 11:00 | Tourist Development Tax Refresher Course |
| 11:00 – 12:00 | Record Management through Imaging
<i>Why keep a hard copy of a file if it can be imaged?</i> |
| 12:00 – 1:30 | Lunch |
| 1:30 – 2:30 | Audit School Review
<i>Revisiting outstanding issues from the audit school.</i> |
| 2:30 – 3:30 | Talk the Talk of the Hospitality Industry
<i>Learn the unique language of hoteliers.</i> |
| 3:30 – 5:00 | Dealer Encouragement
<i>When voluntary compliance fails, what collection activities are available</i> |
| 8:30 – 9:30PM | Meet the Board Ice Cream Social |



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Agenda

Thursday, July 15, 2004

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| 8:30 – 9:30 | Cost – Benefits of Outsourcing Audits |
| 9:30 – 10:00 | Networking Session |
| 10:00 – 11:30 | DBPR Div. Of Hotels - Government Resources
<i>What tools are available and how can we work together?</i> |
| 11:30 – 12:00 | Election of Regional Directors
<i>(Regions Two, Three and Five)</i> |
| 12:00 – 1:00 | Lunch |
| 1:00 – 2:00 | Business Presentation Skills
<i>How to make a presentation that leaves the audience speechless?</i> |
| 2:00 – 3:00 | Business Etiquette
<i>What is acceptable and not acceptable when interacting with taxpayers.</i> |
| 3:30 – 4:00 | Networking Session |
| 4:00 – 5:00 | Florida Department of Revenue – Tax Update |
| 6:30 – 9:30 | Banquet |



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Friday, July 16, 2004

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| 8:00 – 8:30 | Conference Recap |
| 8:30 – 10:00 | TDT Hot Topics
<i>Dot.coms, Frequent Stay Programs & Timeshares.</i> |
| 10:00 – 11:00 | Sunshine Laws as they apply to TDT
<i>What information can you release to the public?</i> |
| 11:00 – 11:30 | Florida Hotel and Motel Association, Inc.
<i>A look at the world through the FHMA</i> |
| 11:30 – 12:00 | Florida Association of Convention and Visitors Bureau
<i>A look at the world through the FLCVB</i> |
| 12:00 – 1:00 | Board of Directors and Committee Orientation
<i>What is expected of you in your new role</i> |

ALL TOPICS ARE SUBJECT TO MODIFICATION AND CHANGE.



Florida Tourist Development Tax Association, Inc.
Audit School July 13, 2004
Kissimmee - St. Cloud Resort Area

Agenda

Tuesday, July 13, 2004

*Separate
Registration
Fee Required*

8:00 – 9:00	Registration
9:00 – 9:30	Audit Overview
9:30 – 10:00	Audit Selection
10:00 – 10:30	Audit Planning
10:30 – 11:30	Audit Sampling Techniques
11:30 – 12:30	Work Paper / Documentation
12:30 – 2:00	Lunch
2:00 – 3:00	Audit Litigation
3:00 – 3:30	Entrance and Exit Interviews
3:30 – 4:00	Audit Follow Up
4:00 – 5:00	Auditor Forum

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