The Institute of Internal Auditors

THE CHATTANOOGA AREA CHAPTER

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May 2012

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Points of Interest

* Our chapter earned Platinum Status for another year by earning over 1,900 CAP Points. Minimum for Platinum status for our Chapter is 1,560.Way to go, Overachievers!

Platinum Award Chapter

IIA and ASWA Joint Spring Seminar

Chattanooga—The State of The Economy

Date: Tuesday, May 15th — All Day Event, Offering 8 CPE credits

Time: 8:00 am—4:45 pm, breakfast served at 7:30 am

Location: **The Chattanoogan**

Cost: $130 for members, $150 for non-members

Companies with 3+ attendees will receive a $20 per person discount for Full Day registrations. Companies with 10+ employees will receive the discount plus one free registration.

RSVP: For reservations, please respond to Carla Johnson at 423-294-1069 or carlajohnson@unum.com by noon on May 10th.

Details: This seminar will be a day-long event with multiple speakers, who will address multiple topics related to the city of Chattanooga and state of Tennessee as listed below.

- **J. Ed. Marston**, VP Marketing & Communications (Chattanooga Chamber) – Intro and economic development overview + Gig City
- **Jennifer Hagan-Dier,** Senior Manager (State and Local Tax with LBMC) - Tennessee Tax Review
- **Steve Hiatt,** Director of Existing Business Development (Chattanooga Chamber) – Existing Industry
- **Cheryl Millsaps**, VP Finance and Administration, **& Gladys Pineda-Lohr,** Business Diversity Coordinator (Chattanooga Chamber) – Regional Growth planning process & International Business Council
- **Pam Mantone,** Senior Assurance Manager (Decosimo) - Using analytics to detect fraud based upon analytics of the various components of the financial statements
- **Kevin Green,** Division Director (Robert Half Finance & Accounting) **--**20 Ideas for Businesses in a Recovering Economy

Don't forget our Summer Social event!

Bring the whole family for a fun night out at the Chattanooga Lookouts in July! Email to be sent soon with details.

2012 International Conference
July 8 – 11, 2012
Boston, MA

The IIA's International Conference is the year's largest global gathering of internal audit practitioners. Plan to join an anticipated 2,500 audit professionals from 100+ countries. As a delegate, you will benefit from first-hand advice and solutions from impressive keynote speakers, including presenters Douglas Peterson, president, Standard & Poor's; Rebecca R. Rhoads, vice president and chief information officer, Raytheon Co.; and Linda Zecher, president and CEO, Houghton, Mifflin, & Harcourt. Register before Feb. 29 to take advantage of a US $600 savings when you book a room at one of the official conference hotels during registration. Click here to download the new brochure today!

My Best Business Travel Tips

Dr. Melissa Gratias, MBG Organizing Solutions

Before You Leave

Identify the reason(s) for the trip and what exactly you want to accomplish.

Enter your flight and hotel information into your calendar as an appointment. Make sure to block out time to travel to the airport.

Start compiling a reading folder – both paper and electronic – to take with you.

At the Hotel

Ask for a room on a lower floor, especially if you are attending a convention. You can walk to your floor while everyone is waiting for the elevator.

Review the bill the evening before and avoid standing in line at the hotel check-out desk the next day.

Request the room for a few hours longer if you are not departing by checkout time so you can focus on important matters.

When You Return

Sort your email inbox by subject (or by Conversation if you are using Outlook 2010). Read the most recent replies first to see if an issue still needs your attention.

Review your trip notes as soon as possible, adding to-do's to your task list as soon as possible.

Fill out and submit your expense report ASAP – it's your money.

For more productivity tips, please go to www.mbgorganizing.com and sign up for my free monthly email newsletter. To learn more about how to be more organized and effective at work, contact Dr. Gratias at melissa@mbgorganizing.com or 423-517-9032.

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