

18th Annual NASPP Conference

CPE Credit

Sign-In/Out Form and Procedures

Instructions

Complete this form and present it to the room monitor upon entering and exiting each session that you attend at the Conference, including the general session. To ensure that you receive credit for each session, the room monitor must place a stamp next to both your arrival time and exit time for each session you attend.

Before you leave the Conference, return your completed and stamped form to the Conference registration desk. We will review your form, calculate the credit you are entitled to, and mail the form back to you within eight weeks. The form will then serve as your certificate of attendance for the Conference.

Fee

Attendees that wish to receive CPE credits are subject to a \$100 administrative fee to cover costs the NASPP incurs for monitoring attendance at Conference sessions and other recordkeeping procedures that NASBA requires us to follow. Visit the Conference registration desk to submit your payment.

FAQs

How do I complete the CPE form?

Indicate the session you are attending in the appropriate line on the form and note your arrival time to the session. Then locate the room monitor and have the monitor stamp the form in the box indicated. When you leave the session, note your exit time on the form and again have the room monitor stamp the form in the box indicated.

What if I forget to have the room monitor stamp my arrival or departure time?

NASBA requires us to verify your arrival and exit time for each session. This is not our requirement; we'd much prefer to do this on the honor system. But NASBA will not allow us to offer CPE credit unless we monitor your attendance. If you forget to have the room monitor stamp your form, we have no way to verify your actual attendance.

It is critical that we follow NASBA's attendance monitoring procedures. If we fail to do so, the NASPP could forfeit the right to offer CPE credit for this Conference and for all future events.

The Conference registration desk staff is not authorized by NASBA to stamp your form. They can NOT do this for you under any circumstances; please don't ask them to violate NASBA's procedures.

Indicate the session you attended and note your arrival and departure times. We will assess credit based on the times indicated, but will note that your attendance has not been verified (and we will not include the sessions in your total amount of recommended CPE credit). NASBA standards are only guidelines; each state establishes their own standards for CPE credit. Some states may grant credit even if we are not able to verify your attendance.

I haven't paid the administrative fee; can I still use this form?

Yes, you can still complete the form and have it stamped by the room monitors. However, you will be required to pay the \$100 administrative fee before the NASPP will calculate your credit and sign the form for you.

What if I have to leave a session early or arrive late?

We understand that sometimes you may not be able to attend a session in its entirety. Note your actual arrival and exit times and have the room monitor stamp the form. The NASPP will assign CPE credit based on the length of time you were present.

What if I lose the form?

Don't lose the form! Upon receipt of the form, be sure to write your name on it so that if you lose it and it is found, we know who it belongs to. If the lost form is not found, we will not be able to verify your attendance at the sessions you've already been to. You can request a new form at the registration desk and complete it with the sessions you've already attended, but you won't be able to have your arrival and exit times stamped for those sessions. We will assess credit based on the times noted, but will indicate that your attendance has not been verified (and we will not include the sessions in your total amount of recommended CPE credit).

Why does the NASPP have to review my form and mail it to me?

NASBA requires us to review the form for accuracy, calculate the total credit you are entitled to, and sign the form. In addition, we must retain a copy of the form in our records. To accomplish this, we will need to review the form and mail it back to after the Conference has concluded. You will receive the signed form within eight weeks; if you need it sooner than that, let us know and we'll do our best to accommodate you.

What if I forget to return my form to the Conference registration desk?

No problem—just mail the completed form to the NASPP (PO Box 21639, Concord, CA, 94521-0639) or fax it to (509) 277-6724.

Do I need to complete this form if I am a Certified Equity Professional (CEP) and I need continuing education credit?

No. CEPs do not need to complete this form. Simply keep your own records of which sessions you attend so you can provide this information to the CEP Institute when you submit your continuing education application.

Do I need to complete this form for CLE credit?

No. If you need CLE credit, you must stop by the registration desk before you depart the Conference to sign the attendance log, but you do not need to sign in and out of each session you attend.

Who can I contact if I have additional questions about this form or about CPE credits?

You can direct any additional questions to Danyle Anderson, NASPP Programs Director, at 813-746-0192 or danderson@naspp.com.

18th Annual NASPP Conference—CPE Sign-In/Out Form

Note: this form is NOT required for CEP or CLE credit.

Please print clearly (if we can't read your name, we can't return your form to you):

Attendee Name: _____ Company: _____ Phone: _____

Session	Field of Study	Arrival Time	Arrival Stamp	Exit Time	Exit Stamp	NASPP Use Only CPE Credits	Un-verified*
Opening remarks and keynote panel (Sept. 21, 8:00 AM to 9:15 AM)	Personal/HR						<input type="checkbox"/>
Session I (Sept 21, 9:45 AM to 11:00 AM). Please select which session you attended:							
<input type="checkbox"/> 1.1 Hot Button Fixes: In Light of "Say-on-Pay"	Personal/HR						
<input type="checkbox"/> 1.2 Finding and Foiling Fraud in Equity Compensation Plans	Auditing						
<input type="checkbox"/> 1.3 Thinking Outside the Equity Compensation Box	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 1.4 IRS Cost-Basis Reporting: Are Your Stock Plans Ready? AND Section 6039 Reporting: Prepare Now Before It's Too Late	Taxes						
<input type="checkbox"/> 1.5 Tying the Knot: Mergers and Acquisitions for Stock Plan Administrators	Admin Practice**						
Session II (Sept 21, 11:15 AM to 12:30 PM). Please select which session you attended:							
<input type="checkbox"/> 2.1 The Top HR Head Perspective: Practice Pointers and Insights	Personal/HR						
<input type="checkbox"/> 2.2 Financial Reporting Essentials that Every Stock Plan Professional Needs to Know	Accounting						
<input type="checkbox"/> 2.3 Performance Equity: Not Just for Executives Anymore!	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 2.4 After the Hype: The Real World Impact of RSUs vs. Stock Options	Personal/HR						
<input type="checkbox"/> 2.5 You Asked for It Again: Hot Topics from the NASPP's "Global Stock Plans Q&A Discussion Forum"	Admin Practice**						
Session III (Sept 21, 1:45 PM to 3:00 PM). Please select which session you attended:							
<input type="checkbox"/> 3.1 The New Pay Ratio Requirement and Internal Pay Equity: What to Do AND This Coming Year's Grants: How to Deal with Last Year's Inadvertent Gains	Personal/HR						
<input type="checkbox"/> 3.2 Key International Updates and Action Plans	Taxes						<input type="checkbox"/>
<input type="checkbox"/> 3.3 Effective Electronic Education and Communication	Communications						
<input type="checkbox"/> 3.4 Equity Awards in a Highly Volatile World	Personal/HR						
<input type="checkbox"/> 3.5 Night of the Living Dead: Equity Compensation Horror Stories	Admin Practice**						
Session IV (Sept 21, 3:30 PM to 4:45 PM). Please select which session you attended:							
<input type="checkbox"/> 4.1 Joe Bachelder and Jesse Brill Square Off: A Candid Discussion AND The Big Roundtable: Consultants, Directors and Top HR Heads	Personal/HR						
<input type="checkbox"/> 4.2 "Everyone Should Participate Plans": How to Drive ESPP Participation	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 4.3 Conserving Share Usage Through Innovative Incentive Design	Personal/HR						
<input type="checkbox"/> 4.4 Thinking and Acting Like an Auditor AND Face Your Demons: How You and Your Stock Plan Lawyer Can Work Together More Effectively	Admin Practice**						
<input type="checkbox"/> 4.5 IFRS From "2" Perspectives	Accounting						
The Proxy Advisors & Investors Speak: Their Hot Button Issues and Say-on-Pay (Sept 21, 4:45 PM to 5:30 PM)	Personal/HR						<input type="checkbox"/>
Session V (Sept 22, 9:00 AM to 10:15 AM). Please select which session you attended:							
<input type="checkbox"/> 5.1 When You're Big and You Know It: Top 10 Accounting/Tax Risks in a Multinational	Admin Practice**						
<input type="checkbox"/> 5.2 Night of the Living Dead: Equity Compensation Horror Stories (repeat of 3.5)	Admin Practice**						
<input type="checkbox"/> 5.3 Key Fixes for Today's Stock Plans: Clawbacks, Double-Triggers, and Hold-to-Retire	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 5.4 Section 16 and Rule 144 Considerations in a Difficult Market	Business Law						
<input type="checkbox"/> 5.5 State-to-State Mobility: What State Are Your Employees In? AND Global Mobility: Are you Prepared for an IRS Audit?	Taxes						

* If this box is checked, the applicant's attendance at the corresponding session has not been verified.

** Refers to the Administrative Practice field of study.

WARNING: Arrival and exit stamps must be completed by the room monitors. The Conference registration desk staff is not authorized to stamp this form.

Session	Field of Study	Arrival Time	Arrival Stamp	Exit Time	Exit Stamp	NASPP Use Only	
						CPE Credits	Un-verified*
Session VI (Sept 22, 10:45 AM 12:00 PM). Please select which session you attended:							
<input type="checkbox"/> 6.1 How to Develop a Highly Effective Relationship With Your Board Compensation Committee	Admin Practice**						
<input type="checkbox"/> 6.2 Today's Hottest Topics in Stock Compensation	Taxes						<input type="checkbox"/>
<input type="checkbox"/> 6.3 Risk Mitigation for Stock Compensation	Personal/HR						
<input type="checkbox"/> 6.4 The IRS and Treasury Speak: Hot Tax Topics and Updates	Taxes						
<input type="checkbox"/> 6.5 Rule 10b5-1 Trading Plans: Practical Design and Implementation	Business Law						
Session VII (Sept 22, 1:30 PM to 2:45 PM). Please select which session you attended:							
<input type="checkbox"/> 7.1 IFRS From "2" Perspectives (repeat of 4.5)	Accounting						
<input type="checkbox"/> 7.2 A Successful Journey: Creating a State-of-the-Art Equity Plan	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 7.3 The New Compensation Legislation: What to Do About "Say-on-Pay" and More	Personal/HR						
<input type="checkbox"/> 7.4 The IRS and Treasury Speak: Hot Tax Topics and Updates (repeat of .6.4)	Taxes						
<input type="checkbox"/> 7.5 After the Hype: The Real World Impact of RSUs vs. Stock Options (repeat of 2.4)	Personal/HR						
Session VIII (Sept 22, 3:15 PM to 4:30 PM). Please select which session you attended:							
<input type="checkbox"/> 8.1 Grant Practices: The Good, the Bad and the Outright Dangerous	Admin Practice**						
<input type="checkbox"/> 8.2 Get the Lead Out: Ten Essential Stock Plan Updates	Personal/HR						
<input type="checkbox"/> 8.3 "Say-on-Pay": The Proxy Solicitors Speak AND "Say-on-Pay": Successfully Communicating Externally and Internally	Personal/HR						<input type="checkbox"/>
<input type="checkbox"/> 8.4 Equity Awards in a Highly Volatile World (repeat of 3.4)	Personal/HR						
<input type="checkbox"/> 8.5 QUALCOMM and Microsoft: Gold Standards in Employee Communication	Communications						
Session IX (Sept 23, 9:00 AM to 10:15 AM). Please select which session you attended:							
<input type="checkbox"/> 9.1 Beyond the Basics: Tax Accounting for Stock Compensation	Accounting						
<input type="checkbox"/> 9.2 Smart Solutions for Stock Administration on a Budget	Admin Practice**						<input type="checkbox"/>
<input type="checkbox"/> 9.3 The Decline and Fall of the 280G Excise Tax Gross-Up: Managing Equity (and Other) Compensation After the Gross-Up Is Gone	Taxes						
<input type="checkbox"/> 9.4 Proxy Statements 101 for Stock Plan Administrators	Business Law						
Session X (Sept 23, 10:45 AM to 12:00 PM). Please select which session you attended:							
<input type="checkbox"/> 10.1 Global Hotspots: How to Navigate Problem Countries AND Equity Compensation in China: Tales from the PRC	Business Law						<input type="checkbox"/>
<input type="checkbox"/> 10.2 Stop the Spreadsheet Madness: Getting Your Systems to Do What You Need	Admin Practice**						
<input type="checkbox"/> 10.3 Risk Mitigation for Stock Compensation (repeat of 6.3)	Personal/HR						

* If this box is checked, the applicant's attendance at the corresponding session has not been verified.

** Refers to the Administrative Practice field of study.

Program: CPE credit earned for the 18th Annual NASPP Conference, from September 20-23, 2010, in Chicago, IL, instructional/delivery method of Group-Live. In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

Program sponsor: The National Association of Stock Plan Professionals (NASPP), PO Box 21639, Concord, CA, 94521-0639, (925) 685-9271. National Registry of CPE Sponsors ID Number 103400.

WARNING: Arrival and exit stamps must be completed by the room monitors. The Conference registration desk staff is not authorized to stamp this form.

<p>NASPP Use Only</p> <p>Total Recommended CPE Credits: _____ (excludes unverified credits)</p> <p>Additional unverified credits: _____</p> <p>NASPP Representative:</p> <p>_____ Signature</p> <p>_____ Printed Name</p> <p>_____ Title</p>
