The theme parks of Universal Orlando Resort™ take you to the magical world of your favorite movies with rides, elaborately constructed sets, and even the characters themselves.

Everything within Universal Orlando is designed to put you and your family into the fantastical worlds of your favorite films, providing endless fun and inspiring imagination. Whether it’s Universal Studios Florida™, Universal’s Islands of Adventure™, Universal’s Volcano Bay™, or the Universal CityWalk™, this destination is guaranteed to create thrills, fun, and lasting memories for the whole family. We’ll spend the week at Loews Sapphire Falls Resort, a Caribbean-themed hotel right at the center of all the fun.

Loews Sapphire Falls Resort at Universal Orlando™

An incredibly lavish, tropically-themed property, Loews Sapphire Falls Resort at Universal Orlando™ is our home for excitement and family fun for our Universal Orlando conference. The resort holds plenty of entertainment of its own, with a massive pool surrounded by cascading waterfalls and tropical vegetation. But the real fun starts when you cash in on your exclusive theme park benefits, which include early entry to the Wizarding World of Harry Potter™ and complimentary water taxi and shuttle service to and from the theme parks and Universal CityWalk™. It’s the perfect way to stay while you and your family are exploring all of the enchantments at Universal Orlando™.
# 2017 Conference Information Packet

*Orlando, Florida | November 19–22, 2017*

## Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Course*</th>
<th>Instructor</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/17</td>
<td>2017 Individual Tax Update</td>
<td>Doug Stives</td>
<td>Taxes</td>
</tr>
<tr>
<td>11/19/17</td>
<td>Powerful Presentation Skills for Financial Professionals</td>
<td>Jennifer Elder</td>
<td>Business Mgmt. &amp; Organization</td>
</tr>
<tr>
<td>11/20/17</td>
<td>2017 Business Tax Update</td>
<td>Doug Stives</td>
<td>Taxes</td>
</tr>
<tr>
<td>11/20/17</td>
<td>Making the Most of the Generations in Your Firm</td>
<td>Jennifer Elder</td>
<td>Business Mgmt. &amp; Organization</td>
</tr>
<tr>
<td>11/21/17</td>
<td>Driving Dysfunctional Behavior from an Organization and Retaining Quality Staff</td>
<td>Jane Boucher</td>
<td>Business Mgmt. &amp; Organization</td>
</tr>
<tr>
<td>11/21/17</td>
<td>World’s Liveliest Accounting Update 2017</td>
<td>Jeff Sailor</td>
<td>Accounting</td>
</tr>
<tr>
<td>11/22/17</td>
<td>World’s Liveliest Reporting Update 2017</td>
<td>Jeff Sailor</td>
<td>Accounting</td>
</tr>
<tr>
<td>11/22/17</td>
<td>Resilience: The Ultimate Leadership Skill – Building it from the Bottom Up</td>
<td>Jane Boucher</td>
<td>Business Mgmt. &amp; Organization</td>
</tr>
</tbody>
</table>

*All courses are from 7:30 am to 1:00 pm and worth 6 credits unless otherwise noted.

## Conference Prices

<table>
<thead>
<tr>
<th></th>
<th>1 Day</th>
<th>2 Days</th>
<th>3 Days</th>
<th>4 Days</th>
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<tbody>
<tr>
<td></td>
<td>$549</td>
<td>$949</td>
<td>$1,249</td>
<td>$1,449</td>
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</tbody>
</table>
2017 Conference Information Packet
Orlando, Florida | November 19–22, 2017

Loews Sapphire Falls Resort at Universal Orlando™
6601 Adventure Way
Orlando, FL 32819
Phone: 1.866.360.7395
https://www.loewshotels.com/sapphire-falls-resort

The cut-off date for this location has passed. All reservations booked at this time are subject to prevailing rates and availability.

Please call the hotel at 407-503-5000 to book accommodations.

*Taxes are 12.5%

- To secure our rate, please make your reservation as early as possible. Due to demand, we cannot guarantee room availability and rate.
- Rates are per room, per night, single or double occupancy
- Rates are available three days before and after the conference
- Group discounted rate is not available after October 27, 2017

Check in: 4:00 pm
Check Out: 11:00am
# 2017 Conference Information Packet

**Orlando, Florida | November 19–22, 2017**

## Question Answer

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>1 night plus tax</td>
</tr>
<tr>
<td>Cancellations</td>
<td>5 days prior to arrival or 1 night plus tax charged</td>
</tr>
<tr>
<td>Additional Room Guests</td>
<td>$25 per person per night (max 4 guests per room)</td>
</tr>
<tr>
<td>Parking</td>
<td>$12 per night plus tax</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Complimentary in room and meeting space</td>
</tr>
<tr>
<td>Smoking/Non-Smoking</td>
<td>Non-smoking</td>
</tr>
<tr>
<td>Park Benefits</td>
<td>Early admission to The Wizarding World of Harry Potter™</td>
</tr>
</tbody>
</table>

## General Information

### Room Amenities
- Work desk
- Free Wi-Fi
- Flat-screen HDTV

### Hotel Amenities
- Complimentary shuttle to the park
- Outdoor pool
- Fitness center
- Room service
- Business services
- Concierge

### On-site Restaurants
- New Dutch Trading Co.
- Strong Water Tavern
- Amatista Cookhouse
- Drhum Club Kantine
Transportation and Directions

Nearest Airport(s)

- Orlando International (MCO) – 17 miles or 19 minutes to the hotel

Transportation

- Recommended Travel: Fly into MCO and use a pre-arranged shuttle service or taxi/Uber/Lyft service
- Shuttle & Taxi – available outside Baggage Claim
  - https://www.orlandoairports.net/parking-transportation/
- Uber or Lyft - available in this area
- Rental Car – Western CPE has discounts up to 25%
  - Avis – use Avis Worldwide Discount (AWD) code: X897396
  - Budget – use Budget Customer Discount (BCD) code: U178315
- Driving Directions from MCO
2017 Conference Information Packet
Orlando, Florida | November 19–22, 2017

Universal Conference Activities

Saturday | November 18, 2017
Conference Reception
4:30 p.m.–5:30 p.m.

After arriving, please stop by the Western CPE registration desk 4:30 p.m.–5:30 p.m. to pick up your conference materials. We’ll be available to answer any questions you might have about the courses and activities that are scheduled during the week.

Universal Studios Florida®
9:00 a.m. to 7:00 p.m. (Hours change daily)
https://www.universalorlando.com/Theme-Parks/Universal-Studios-Florida.aspx

Want to go behind the scenes of your favorite movie or become part of the action yourself? Universal Studios Florida® is the place to go. Battle alongside Optimus Prime and Bumblebee in TRANSFORMERS: The Ride – 3D or go on an adventure with those mischievous Minions in Despicable Me Minion Mayhem. Enjoy today’s popular music while speeding 17 stories over the park on the Hollywood Rip Ride Rockit® or board your flying bicycle with E.T. as you help him return home. You may even see an actual movie crew at work on the backlot! There’s something for everyone at this incredible park.

The Wizarding World of Harry Potter™ - Diagon Alley™
9:00 a.m. to 7:00 p.m. (Hours change daily)

Walk through the streets of London and into The Wizarding World of Harry Potter™ at Diagon Alley™. Need a new wand? Stop by Ollivanders™ wand shop and watch as your new wand chooses you! Your new wand interacts with various sites throughout the park so be sure to say your spell and watch the magic happen. Weasley’s Wizard Wheezes™ has all the jokes and novelty items you need, including Pygmy Puffs and Skiving Snackboxes. Purchase your new robe at Madam Malkin’s Robes for All Occasions™, and make sure you have all your quidditch gear from Quality Quidditch Supplies™. If you’re feeling hungry stop by the Leaky Cauldron™ for a bite to eat. Don’t forget Harry Potter and the Escape from Gringotts™. This multi-dimensional ride takes you from the marble lobby, past goblins, and deep into the heart of Gringotts™ Bank. Escape from Voldemort™ and Bellatrix Lestrange along with Harry, Ron, and Hermione on this exciting 3D adventure.

Purchase a park-to-park pass and board the Hogwarts Express™ to Hogsmeade™ Station at Universal's Islands of Adventure®.
Universal’s Islands of Adventure
9:00 a.m. to 7:00 p.m. (Hours change daily)

Watch your favorite cartoons and comic book characters come to life at Universal’s Islands of Adventure®. Unleash your inner superhero and battle evil forces alongside your friendly neighborhood Spider-Man or experience the twisting, high-speed thrills of The Incredible Hulk Coaster® at Marvel Super Hero Island®. Bigger is better as you escape the jaws of the fearsome Tyrannosaurus Rex at Jurassic Park River Adventure® or hope for rescue with each chest-pounding roar of Skull Island: Reign of Kong™. Enter the imagination of Dr. Seuss in Seuss Landing® but make sure you watch out for that troublesome trio of Thing One, Thing Two, and The Cat in the Hat™. There’s a new and exciting adventure around every corner!

The Wizarding World of Harry Potter™ – Hogsmeade™
9:00 a.m. to 7:00 p.m. (Hours change daily)

Visit The Wizarding World of Harry Potter™ at Hogsmeade™ where a magical adventure awaits. Walk the halls of Hogwarts™ School of Witchcraft and Wizardry and visit Dumbledore’s office, the Defense Against the Dark Arts classroom, the Gryffindor™ common room, and the Room of Requirement before joining Harry Potter™ on an epic adventure through the castle. Choose your dragon, the feisty Chinese Fireball or the aggressive Hungarian Horntail, and you’re off on a high-speed, twisting adventure aboard the Dragon Challenge™ coaster. Feeling famished after your adventures? Stop by Honeydukes™ for a Chocolate Frog or Cauldron Cake, enjoy a refreshing Butterbeer™ or Pumpkin Juice™, or stop by for an authentic British meal at the Three Broomsticks™. If you’re ready for more, walk past Hagrid’s hut and board Flight of the Hippogriff™ to experience a soaring flight with Buckbeak™. Whatever your level of adventure, there’s plenty of magical adventure in this park.

Purchase a park-to-park pass and board the Hogwarts Express™ to Diagon Alley™ Station at Universal Studios Florida®.

Universal’s Volcano Bay®
9:00 a.m. to 7:00 p.m. (Hours change daily)
https://www.universalorlando.com/Theme-Parks/Volcano-Bay.aspx

Experience the thrill of the newest park at Universal Studios Resort®, Universal’s Volcano Bay™. Opening May of 2017, you can experience life as a Waturi islander in this tropical paradise of thrills and relaxation. Ride through the dark twists and turns of a volcano in a four-person canoe before plunging down a raging waterfall in the Krakatau™ Aqua Coaster. If you need an adrenaline rush, experience the 70-degree fall through a drop door followed by 125 feet of dizzying descent at the Ko’okiri Body Plunge™. If relaxation is your speed, drift along the Kopiko Wai Winding River™ or take in some sun at Waturi Beach. Whatever your style of play, Universal’s Volcano Bay® has something for everyone.
Conference Activities Registration Form

To register, please complete this form and fax it to 206.774.1285 or call 800.822.4194 and speak with a member of our Customer Care Team.

CONFERENCE LOCATION: ____________________________________________

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Number of Participants</th>
<th>Cost</th>
<th>Total</th>
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Total Cost: _______

Conference Attendee’s Name: ________________________________

Family/Guests’ Names:

Adults

________________________________

________________________________

________________________________

Children and Ages

________________________________

________________________________

________________________________

PAYMENT INFORMATION

Credit Card # _______________________________
(Visa, MasterCard, American Express, or Discover)

Expiration Date _____/_____ Security Code ______

Check Number ___________ (please make payable to Western CPE)
RELEASE FROM RESPONSIBILITY AND ASSUMPTION OF RISK AND POWER TO AUTHORIZE MEDICAL TREATMENT

Complete only if you are participating in optional out-of-class activities. Release must be signed by each participating adult.

It being my intention to participate in the optional activities offered while attending the Western CPE conference, and it being known and understood by me that said participation in these optional activities shall necessarily involve exposure to risks to my person and my property, I do hereby assume the full responsibility for any such risks and do hereby waive any right to any claim against Western CPE or any of its employees or agents for any injury, loss, damage, accident, delay, or expense resulting from any acts or omission of any carrier, government, private legal entity, or third person. I also assume sole responsibility for and agree to indemnify Western CPE against any loss due to any financial obligations or liabilities that I may personally incur, or any damages or injury to persons or property that I may cause during the time of my participation.

I further release Western CPE from any claims arising from the aggravation of any physical disability or illness not disclosed to Western CPE and grant the employees of Western CPE full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and, at their discretion, to place me in any hospital or in the hands of any local doctor for medical treatment at my own expense, or to transport me by any means of conveyance required at my own expense for medical treatment or in the event of my demise.

I understand the optional activities will be conducted in and around the conference area, and I understand that these activities carry certain risks. I am in good health and, to my knowledge, I do not have any physical problems that would hamper my participation in said activities. I, the undersigned, being cognizant of the hazards of these activities, assume the risks of same and agree to indemnify and hold harmless Western CPE and its employees against any and all claims for damage on account of any injury to my person or property.

While participating in the activities, I am personally responsible for my own health insurance.

All of the above statements also pertain to any children under the age of 18 who may be participating in the activities under my care and direction.

Wherefore I have subscribed this document on this the __ day of ______________, 2017.

Print Names of Participants:
________________________________    ______________________________________
________________________________    ______________________________________

Signatures of Participants:
________________________________    ______________________________________
________________________________    ______________________________________

Conference Location: ___________________________________________________