



SOCIETY OF CORPORATE
COMPLIANCE AND ETHICS

Learn the essentials of managing compliance & ethics programs

*Take the Certified Compliance and Ethics
Professional-International Exam*

Basic Compliance & Ethics Academy[®]

*SCCE Academies. Training more than 2,000 compliance
and ethics professionals around the world.*

Dubai, UAE | 15–19 December 2013

Learn more at www.corporatecompliance.org/academies

Register
today:
**CLASS
SIZE IS
LIMITED**



About SCCE's Basic Compliance & Ethics Academy®

Why you should attend

More than 2,000 compliance professionals have turned to SCCE Basic Compliance & Ethics Academies to learn best and leading practices in compliance and ethics management.

SCCE Academies are not conferences. Instead, they provide in-depth, classroom-style training in the essential elements of an effective compliance and ethics program. Class size is limited to facilitate interaction both with the faculty and the other participants.

Topics addressed in the Academy include:

- Standards, Policies, and Procedures
- Compliance and Ethics Program Administration
- Communications, Education, and Training
- Monitoring, Auditing, and Internal Reporting Systems
- Response and Investigation, Discipline and Incentives
- Anti-Corruption and Bribery
- Risk Assessment

The Academies are also excellent preparation for the Certified Compliance and Ethics Professional-International (CCEP-I) examination. More than 1,800 compliance professionals around the world have already become Certified Compliance and Ethics Professionals or Certified Compliance and Ethics Professionals-International.

Course materials are provided and include SCCE's *The Complete Compliance and Ethics Manual* (normally \$399) and SCCE's training video for board members, *Guidance for Engaging Your Board* (normally \$395).

An integral feature of the SCCE Academy is the ability to meet industry peers. Because class size is limited you will have the opportunity to get to know the other Academy attendees

well. In addition, during the course of the Academy, SCCE provides a networking event that gives participants the opportunity to meet with each other in an informal environment.

Becoming certified

There are currently over 1,800 holders of the Certified Compliance and Ethics Professional or Certified Compliance and Ethics Professional-International designations. These individuals have all demonstrated sufficient knowledge of government regulations and compliance processes to understand and address legal obligations and promote organizational integrity through the operation of effective compliance and ethics programs.



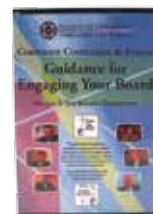
By taking and passing the certification exam, you will both join this distinguished group and help further the development of the compliance and ethics profession.

Earning the CCEP-I requires passing the CCEP-I examination, which is offered after the conclusion of the Academy. In addition you will need at least one year of experience in the profession and to complete 20 hours of continuing education in compliance during the previous year. There are a number of ways to obtain those credits, but the Basic Compliance & Ethics Academy can provide all the continuing education credits you need and also provides excellent preparation for the certification exam. More information about the certification and its requirements can be found at www.corporatecompliance.org.

SCCE's Basic Compliance & Ethics Academy course materials include:



The Complete Compliance and Ethics Manual (normally \$399)



Guidance for Engaging Your Board, SCCE's board training video (normally \$395)

Contact us

Please call SCCE at +1 952 933 4977 or 888 277 4977 or visit us online at www.corporatecompliance.org to learn more about the Academies and SCCE's other programs.

SCCE's mission:

SCCE exists to champion ethical practice and compliance standards in all organizations and to provide the necessary resources for compliance professionals and others who share these principles.

Rates are listed in U.S. dollars. Academies and certification exams will be conducted in English.

Announcing a new international certification

Become an International Certified Compliance & Ethics Professional

There's never been a better time to be a part of the ever more demanding compliance and ethics profession. Budgets are tight, governments around the world are looking to add new regulations, public trust in business is low, and employees are tempted to cut corners.

As an International Certified Compliance and Ethics Professional (CCEP-I) you'll be able to demonstrate your ability to meet the challenges of these times and have the knowledge you need to help move your program and your career forward. CCEP-I certification is not tied to the laws of one country, but reflects the knowledge needs of compliance professionals globally. It draws upon international frameworks for effective compliance programs.

To learn more about what it takes to earn the CCEP-I designation, visit www.compliancecertification.org.

Broaden your professional qualifications

Increase your value to your employer

Gain expertise in the fast-evolving compliance field

CCEP-ISM
INTERNATIONAL
Certified Compliance & Ethics Professional



SUNDAY 15 DECEMBER

8:30 – 10:00

Introduction to Compliance Practice: Abbreviated Compliance 101



Debbie Troklus, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Managing Director, Aegis Compliance and Ethics Center

10:15 – 12:00

Recent Developments of Compliance in the Middle East



Tahan (Tom) Thraya, Partner, Baker & McKenzie LLP

12:00 – 13:00

Lunch (provided)

13:00 – 14:30

Education and Training



Art Weiss, JD, CCEP-F, CCEP-I Chief Compliance & Ethics Officer, TAMKO Building Products

14:45 – 17:00

(includes 30-minute break from 15:25 – 15:55)

Creating & Reviewing Compliance Policies and Procedures



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

MONDAY 16 DECEMBER

8:00 – 8:15

Test Question & Answer

8:15 – 10:00

Compliance Infrastructure



Debbie Troklus, CCEP-F, CCEP-I, CHC-F, CHRC, CHPC, Managing Director, Aegis Compliance and Ethics Center

10:15 – 12:00

Enterprise-Wide Risk Assessment



Greg Triguba, JD, CCEP, CCEP-I Principal, Compliance Integrity Solutions, LLC

12:00 – 13:00

Lunch (provided)

13:00 – 14:30

Antitrust Compliance in the Middle East



Tahan (Tom) Thraya, Partner, Baker & McKenzie LLP

14:30 – 15:30

Legal Issues, Risk Factors and Disclosure Issues



Art Weiss, JD, CCEP-F, CCEP-I Chief Compliance & Ethics Officer, TAMKO Building Products

15:50 – 17:05

Investigations



Meric Bloch, CCEP-F, JD, CFE, PCI, Compliance Officer, Adecco Group

TUESDAY 17 DECEMBER

8:30 – 10:15

Auditing & Monitoring



Meric Bloch, CCEP-F, JD, CFE, PCI, Compliance Officer, Adecco Group

10:30 – 12:15

Privacy



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

12:15 – 13:15

Lunch (provided)

13:15 – 14:30

Organizational Ethics



Joseph Murphy, CCEP, CCEP-I, Of Counsel, Compliance Systems Legal Group; Director of Public Policy, Society of Corporate Compliance and Ethics

14:45 – 17:00

(includes 30-minute break from 15:25 – 15:55)

Effectiveness and Evaluation



Joseph Murphy, CCEP, CCEP-I, Of Counsel, Compliance Systems Legal Group; Director of Public Policy, Society of Corporate Compliance and Ethics

WEDNESDAY 18 DECEMBER

8:00 – 9:00

Using Incentives in the Compliance Program



Joseph Murphy, CCEP, CCEP-I, Of Counsel, Compliance Systems Legal Group; Director of Public Policy, Society of Corporate Compliance and Ethics

9:15 – 11:00

Conflicts of Interest



Greg Triguba, JD, CCEP, CCEP-I Principal, Compliance Integrity Solutions, LLC

11:15 – 12:45

FCPA Anti-Corruption & Bribery



Marjorie W. Doyle, JD, CCEP-F, CCEP-I, Marjorie Doyle & Associates, LLC

THURSDAY 19 DECEMBER

8:00 – 9:00

CCEP-I Exam Check-In

9:00 – 11:30

CCEP-I Exam

The exam is optional. You must pre-register for the CCEP-I exam separately from the Academy. To register for the exam, visit www.corporatecompliance.org/academies and download the PDF application for your Academy.



Academy and CCEP-I exam are conducted in English at this time. Agenda is subject to change.

SCCE Basic Compliance & Ethics Academy 2013 14th - 19th December 2013

Booking form for Hotel Reservation at the The Address, Dubai Mall- Downtown Dubai

First Name *		Check - in Date *			
Last Name *		Check - out Date *			
Residence Address *		Number of Rooms *		Single	Double
		Please select if Single or Double			
Residence Address *		Smoking or non smoking room (please select one)		Smoking	non smoking
ZIP Code *		Twin bed (please select one)			
City *		King bed (please select one)			
Country *		Room Rate for SGL room per room per night	USD 325.00		
Telephone number *		Room Rate for DBL room per room per night	USD 350.00		
Fax Number *		<ul style="list-style-type: none"> • Twin rooms subject to availability. • The rates are inclusive of 10% Service Charge and 10% Municipality Fee. • Buffet breakfast in Na3Na3 restaurant is included in the room rates quoted above. 			
Email Address *					

<p>Cancellation Policy and No Show Policy</p> <p>From 119 to 90 days prior to the delegate arrival date A cancellation fee equal to 50% of the room rate for any rooms cancelled will apply to the delegate credit card.</p> <p>From 89 to 60 days prior to the delegate arrival date A cancellation fee of 75% of the room rate for any rooms cancelled will apply to the delegate credit card.</p> <p>From 59 to 30 days prior to the delegate arrival date A cancellation fee of a 100% of the rate of any rooms cancelled will apply to the delegate credit card</p> <p>From 29 days prior to delegate arrival date Full cancellation fee for all rooms cancelled will apply</p> <p>In the event of "No Show", all nights booked will be charged to the delegate</p>	<p>Check In / Check Out Time Policy</p> <p>Rooms are available for check-in after 15:00 hours on the day of arrival and must check-out before 12:00 noon on the day of departure.</p> <p>Early Check In & Late Check Out Policy</p> <ul style="list-style-type: none"> • Early check in before 08.00 will be charged at a full one night confirmed group rate. Early check in between 08.00-15.00 hrs will be subject to availability. • Late check out until 18.00 hrs: 50% of the confirmed group rate. • Late check out after 18.00 hrs: 100% of the confirmed group rate. • Any late check out request is subject to availability <p>Early Departure Policy</p> <p>100% of the pre-booked period will be charged should a guest depart ahead of the booked date of departure. In case of advance payment the amount will be non refundable.</p>
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<p>Guest Room Facilities & Services</p> <p>All of our Hotel guests are entitled to the following benefits and in-room services:</p> <ul style="list-style-type: none"> • Complimentary internet access (WiFi & Broadband) • Complimentary local newspaper • Complimentary access to the fitness center • Fax machine upon request • Access to the Business center • Satellite and interactive TV system • Mini Bar • Voicemail • Hairdryer • Separate Shower • Tea / Coffee making facility upon request • Safe deposit box in the room and at the reception • 24 hour room service 	<p>Your room reservation is made on first-come-first-served basis.</p> <p>Room reservation deadline is 11 November 2013. Thereafter room bookings are subject to availability. Any incidentals (mini bar etc.) must be paid directly to your hotel upon check-out.</p> <p>Your credit card number and signature (when form is faxed, scanned or emailed) acts as a guarantee of your reservation and also constitutes acceptance of the terms and conditions related to your booking.</p> <p>You will receive your hotel confirmation number approximately 30 days prior to your arrival to Dubai. Should you need it earlier, please contact us.</p> <p>* = Mandatory fields to be filled out by guest and send to the following email address with a copy of both sides of the credit card</p> <p>Email Contact: Please fill this booking form with full names of guests, room types, arrival and departure date and credit card information and send to sce@emirates.com before 01st of November</p> <p>Arabian Adventures Destination and Leisure Management Company Level 4, Emirates Holidays Building, Sheikh Zayed Road Dubai, United Arab Emirates Telephone: 00971 4 303 4751 Fax: 00971 4 343 2251</p>
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Credit Card details	VISA		MASTERCARD		AMEX	
Card number (16 digits)						
Valid until						
Name of Cardholder						
Contact Number						
E-mail Address						
Signature						

Contact information

Mr. Mrs. Ms. Dr.

SCCE Member ID (if applicable)

First Name MI

Last Name

Credentials

Title

Place of Employment

Address

Town/City

Postal Code

Country

Phone Fax

Email (required for confirmation notice)

Group discounts

5 or more: \$200 discount for each registrant

10 or more: \$400 discount for each registrant

Discounts take effect the day a group reaches the discount number of registrants. Please send registration forms together to ensure that the discount is applied. A separate registration form is required for each registrant. Note that discounts will NOT be applied retroactively if more registrants are added at a later date, but new registrants will receive the group discount.



SOCIETY OF CORPORATE COMPLIANCE AND ETHICS

6500 Barrie Road, Suite 250, Minneapolis, MN 55435 United States
PHONE +1 952 933 4977 or 888 277 4977 | FAX +1 952 988 0146
www.corporatecompliance.org | helpteam@corporatecompliance.org

Dubai, UAE | 15–19 December 2013

Choose your registration fee

- SCCE Member** \$2,500
- Non-Member** \$3,000
- Registration plus SCCE membership** \$2,700
Save by joining SCCE today (new members only; dues regularly \$295 annually)
- Registration and membership renewal** \$2,795
Current members, register and renew your membership today
- Group Discount:** subtract \$_____ from my fee (see box at left)

TOTAL \$ _____

Payment options

If you wish to pay using wire transfer, please email helpteam@corporatecompliance.org for instructions.

- Invoice me
- Check enclosed (payable to SCCE)
- I authorize SCCE to charge my credit card (choose below)

Due to PCI Compliance, **please do not provide any credit card information via email**. You may email the application (without credit card information) and call SCCE at 952.933.4977 or 888.277.4977 with your credit card information.

Credit Card: American Express MasterCard Visa

Credit Card Account Number

Credit Card Expiration Date

Cardholder's Name

Cardholder's Signature

CAID1213

Ways to register

MAIL: Include registration form with check payable to: SCCE, 6500 Barrie Road, Suite 250 Minneapolis, MN 55435, United States

ONLINE: www.corporatecompliance.org/academies

FAX: +1 952 988 0146 (including billing information)

QUESTIONS? Call +1 952 933 4977 or 888 277 4977 or e-mail helpteam@corporatecompliance.org

Rates are listed in U.S. dollars. Academies and certification exams will be conducted in English.

Location and Hotel Reservations

The Address, Dubai Mall –
Downtown Dubai

Hotel Website:

<http://www.theaddress.com/en/hotel/the-address-dubai-mall>

Hotel Booking Form:

(page 5 of this brochure)

<http://www.corporatecompliance.org/Portals/1/PDF/events/hotel/Hotel-Booking-Form-Dubai.xlsx>

Email form to: scce@emirates.com

Entry Visa Information:

<http://www.corporatecompliance.org/Portals/1/PDF/events/hotel/Entry-Visa-information.docx>

Hotel reservations and accommodations are **NOT** included in your conference registration. You **MUST** complete the **HOTEL BOOKING FORM** (found on page 5 of this brochure) and email the completed form to scce@emirates.com by **11 NOVEMBER 2013** in order to receive the special price. Please note the cancellation policy on the reservation form before completing your reservation.

More hotel details can be found on the Reservation form or on the SCCE website under the Dubai Academy Hotel tab.

A special sleeping room rate has been arranged: \$325.00 USD per night for single occupancy or \$350.00 USD per night for double occupancy (these rates are inclusive of 10% service charge and 10% municipality fee). Buffet breakfast in Na3Na3 restaurant is included in the room rates listed above. Room rates are also inclusive of the following benefits and in-room services: complimentary internet access (Wi-Fi & Broadband), complimentary local newspaper, complimentary access to the fitness center, fax machine use upon request, access to the business center, satellite and interactive TV system, mini bar, voicemail, hairdryer, separate shower, tea/coffee making facility upon request, safe deposit box in the room and at the reception, 24 hour room service.

Check In / Check Out Time Policy

Rooms are available for check-in after 15:00 hours on the day of arrival and must check out before 12:00 noon on the day of departure.

Early check in before 8:00 will be charged at a full one night confirmed group rate.

Early check in between 8:00 - 15:00 hours will be subject to availability.

Late checkout until 18:00 hours: 50% of the confirmed group rate

Late checkout after 18:00 hours: 100% of the confirmed group rate

Any late checkout request is subject to availability

100% of the pre-booked period will be charged should a guest depart ahead of the booked date of departure. In case of advance payment, the amount will be nonrefundable.

Registration terms

Please make your check payable to SCCE. Enclose payment with your registration and return it to the SCCE office, or fax your credit card payment to +1 952 988 0146. Payment must be sent in at least two weeks prior to the start date or your space may be released. If your total is miscalculated, SCCE will charge your card the correct amount. For information on group discounts, please see the box on the registration form. The cost of any exams and the hotel accommodations are not included in the registration fee. Breakfast and lunch are included in the tuition amount as indicated on the agenda.

Cancellations/substitutions: You may send a substitute in your place or request a conference credit. Conference credits are issued in the full amount of the registration fees paid and are good for 12 months from the date of the cancelled event. Conference credits may be used towards any SCCE service. If you need to cancel your participation, notify us prior to the start date of the event by email at helpteam@corporatecompliance.org or by fax at +1 952 988 0146. Please note that if you are sending a substitute, an additional fee may apply.

Recording/electronics: No audio or video recording of SCCE conferences is allowed. No personal laptops may be used during conference sessions.

Prerequisites/advanced preparation: None.

CCEP-I exam

The cost of the CCEP-I exam is not included in the Academy registration fee. To register for the CCEP-I exam, download the PDF application form for the exam offered at your Academy from www.corporatecompliance.org/academies.

Please note that you must register for the CCEP-I exam separately from the Academy. Submit the application and fee (\$250 SCCE members or \$350 non-members) in advance as directed on the application form.

Questions? Contact the certification team at ccb@compliancecertification.org or +1 952 933 4977.

Continuing Education Units

If you have questions about CEUs, please contact CCB at +1 952 405 7935 or ccb@compliancecertification.org. Visit corporatecompliance.org/academies for the most up-to-date CEUs.

Compliance Certification Board (CCB):

Certified Compliance & Ethics Professional (CCEP)®, Certified Compliance & Ethics Professional–Fellow (CCEP-F), Certified Compliance & Ethics Professional–International (CCEP-I): CCB has awarded a maximum of 29.4 CEUs for these accreditations in the following subject areas: Application of Management Practices for the Compliance Professional; Application of Personal and Business Ethics in Compliance; Written Compliance Policies and Procedures; Designation of Compliance Officers and Committees; Compliance Training and Education; Communication and Reporting Mechanisms in Compliance Enforcement of Compliance Standards and Discipline; Auditing and Monitoring for Compliance; Response to Compliance Violations and Corrective Actions; HIPAA Privacy Implementation and/or Complying with Government Regulations.

US Legal Education CLE: The Society of Corporate Compliance and Ethics is a State Bar of California Approved MCLE provider, a Pennsylvania Accredited Provider, a Rhode Island Accredited Provider, and a Texas Accredited Sponsor. An approximate maximum of 24.5 clock hours of CLE credit will be available to attendees of this conference. All CLE credits will be awarded based on individual attendance.

US Accounting NASBA/CPE: The Society of Corporate Compliance and Ethics is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE sponsors, Sponsor Identification No: 105638. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit and may not accept one-half credits. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. Website: www.nasba.org. A recommended maximum of 29.0 credits based on a 50-minute hour will be granted for the entire learning activity. This program addresses topics that are of a current concern in the compliance environment. This is an update, group-live activity. For more information regarding administrative policies such as complaints or refunds, call SCCE at +1 952 933 4977 or 888 277 4977.



Basic Compliance & Ethics Academy®

Dubai, UAE | 15–19 December 2013

“This four-day course was the most robust theoretical support on the compliance & ethics discipline I could ever attend. And the caliber of the invited speakers was impressive, as well. The feedback to my colleagues was very short: a first-class course. I strongly recommend this course.”

— Zaur Ahmadov, Compliance & Ethics
Advisor, Group Compliance & Ethics,
BP (British Petroleum)

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