



NATIONAL FLOOD INSURANCE PROGRAM

Bureau and Statistical Agent

W-01052

3023-01

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and NFIP Servicing Agent

FROM: Dennis L. Kuhns, Director
Technical Assistance & Communications

DATE: July 30, 2001

SUBJECT: 2001 Bureau Training Conference (BTC)

You are cordially invited to join the Federal Insurance & Mitigation Administration and the NFIP Bureau & Statistical Agent in a 2 1/2 day master's course on the National Flood Insurance Program on **November 12 - 14, 2001**, at the GreenTec IV Auditorium, in Lanham, Maryland.

Through the use of small group exercises, team assignments, case studies, and instructor-led discussions, this year's conference will focus on enhancing your store of NFIP knowledge. The conference is designed to benefit anyone who has responsibility for conducting NFIP training, providing technical assistance regarding the rules and regulations of the Program, or possessing an in-depth understanding of the NFIP rules and regulations in conjunction with their daily work activities. Company trainers, underwriting managers, customer service managers, and Principal Coordinators are encouraged to attend.

Some of the important topics that will be covered are:

- How mitigation impacts insurance
 - Federal, state and community's role in the NFIP
- Mapping
 - Flood Insurance Studies (FIS)
 - Map revisions/corrections
- General rules for underwriting a policy
- A thorough review of the Standard Flood Insurance Policy forms
- Application and rating - both basic and advanced

The BTC will be held at **GreenTec IV Auditorium, 7700 Hubble Drive, Lanham, MD 20706**.

The NFIP Bureau & Statistical Agent has set aside a block of rooms at the Holiday Inn, Greenbelt. The room rate is \$99.00 plus tax per night. To make reservations at this hotel, call (800) 280-4188 **by October 4, 2001**, and ask for the National Flood Insurance Program registration. Rooms must be guaranteed with a credit card. Any request for reservations after the cut-off date will be subject to availability and rate.

The Baltimore-Washington International (BWI) airport is the most convenient one to the Holiday Inn, Greenbelt. Airport shuttle service is available with advance hotel notification.

To register for this free event, please complete the attached Registration Form and return it no later than **October 4, 2001**. Registration confirmation and a map to the conference site will be mailed by **October 24, 2001**. If you have any questions or need additional information, please contact your Program Coordinator.

cc: Vendors, IBHS, FIPNC, Underwriting, Marketing, Training, Government Technical Representative

7700 HUBBLE DRIVE • LANHAM, MD 20706 • (301) 731-5300

COMPUTER SCIENCES CORPORATION, under contract to the FEDERAL EMERGENCY MANAGEMENT AGENCY,
is the Bureau and Statistical Agent for the National Flood Insurance Program

Bureau Training Conference

**November 12 - 14, 2001
GreenTech IV Auditorium
Lanham, MD 20706**

Registration Form

(Please print legibly)

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

Please return this form to your Program Coordinator **by October 4, 2001:**

NFIP Bureau & Statistical Agent
Technical Assistance Group
P.O. Box 310
Lanham, MD 20706-0310

Fax: (301) 918-1471

Questions, please contact Kevin J. Brown
Phone: (301) 918-1421