



B U L L E T I N

January 29, 2014

Bulletin No. 05-2014

To: NISS Member Companies

Re: Plans for NISS Statistical Workshop

National Independent Statistical Service (NISS) has finalized plans for a Statistical Workshop to be conducted this spring at the NISS offices in Indianapolis, Indiana on Monday, May 19, 2014.

The workshop will include a walkthrough of the NISS website, including tutorials on the member-interactive features. The workshop will be fairly technical in nature, primarily directed to staff members that are involved in the details of data management and statistical reporting. We are attaching a detailed outline of our program for the day.

The workshop will begin at 9:00 a.m. and end no later than 4:00 p.m. There is a \$75.00 per person registration fee that will cover workshop materials and lunch. If registration is received by April 1, 2014, an "early bird" discounted rate of \$50.00 per person applies.

We have reserved a block of rooms at the Embassy Suites hotel for workshop attendees who need overnight accommodations. NISS has secured a group rate of \$131 per night. Embassy Suites is located on the northwest side of Indianapolis at 3912 Vincennes Road, Indianapolis, IN 46268. Their telephone number is 317-872-7700.

To reserve your hotel room and take advantage of the NISS discounted nightly rate of \$131, please [click here](#), or enter group code NIS when making your reservation online. All hotel reservations must be made no later than May 4, 2014.

Attached is a registration form for the NISS workshop. Please return the registration form to our attention as soon as possible along with your registration fee.

We are looking forward to an informative day with plenty of opportunity to exchange ideas and resolve data reporting issues. If you have any questions, please feel free to contact us.

Very truly yours,

A handwritten signature in black ink that reads "Theresa A. Szwast".

Theresa A. Szwast

Enclosures



NISS STATISTICAL WORKSHOP

AGENDA

May 19, 2014

NISS Offices

Indianapolis, IN

MORNING

Registration & Welcome

Pick up meeting materials and interact with fellow attendees and NISS Staff.

Background & Introduction

A brief background of statistical reporting and why statistical reports are required. An update on current data reporting issues at NISS and within the insurance industry.

NISS Website

A walkthrough of the NISS website, including the latest enhancements. We will give tutorials on the member-interactive features, starting with updating your company's contact information. We will continue to refer to the website throughout the rest of the Workshop as we discuss the other topics, including submitting the VE Call and other data Calls online.

Terms & Concepts

A discussion of the definitions of insurance and statistical terms, including a detailed explanation of excess losses and outstanding reserves (valued as of March 31). We will also discuss the correct way to handle mid-term policy changes.

Internal Flow

A discussion of the flow of data at NISS from the time data is received from a company until the time when the data is compiled and sent to the state insurance departments. In this discussion, we will be highlighting: Calls, statistical plans, data submissions, and compilations.

Annual Statement

The Annual Statement reconciliation process--how NISS approaches it and why it is important.

Resources, Tips, & Edit Tools

A discussion of timeliness and data quality, and the tools NISS has in place to assist member companies in this area. We will give an in-depth look at edit tools, including demonstrations of edit tables and numerical listings. We will also introduce NISS Data Services and the Priority Filing Program.

AFTERNOON

Edit Error Listings

A comprehensive review of Detail Edit Error Listings and frequently found errors.

Prooflist & Plan B Reports

An explanation and review of Prooflist reports and Automobile Plan B reports (AIPSO Voluntary Quota Determination Data) including how the Automobile Supplemental Calls are used for the Plan B report.

Edit Software

A look at how to use the Edit Software packages that NISS has developed for companies to use prior to submitting data.

Q&A

NISS staff will be available at the close of the workshop to discuss individual questions. One-on-one sessions are also available upon request.

Dress for the Workshop is Business Casual



NISS STATISTICAL WORKSHOP

REGISTRATION FORM

Attendee Information

Company Name (Please include company number)

Name

Title

Phone

Fax

Mailing Address

E-mail Address

Mailing City, State and Zip

This is my first time attending the NISS Statistical Workshop Yes No

Registration Information

All registrations must include payment to be processed. Payment must be made by check and made payable to National Independent Statistical Service. When paying for multiple attendees from the same company, all registrations must be sent in the same envelope.

Registration Fee

\$50 per person if received by April 1, 2014
\$75 per person after April 1, 2014

Payment

Make check payable to National Independent Statistical Service, and return with this form to:

National Independent Statistical Service
Attn: Wendi Loshaw
3601 Vincennes Road
Indianapolis, IN 46268

Cancellation Policy

100% one month prior to the date of workshop
50% two weeks prior to the date of workshop

Additional Information

The dress code for the workshop is business casual.

Please complete the Pre-Course Survey and return it with your registration.

Hotel Information

Embassy Suites Indianapolis North
3912 Vincennes Road
Indianapolis, IN 46268
317-872-7700
317-872-2974 fax

For room reservations and to take advantage of the NISS discounted nightly rate of \$131, follow this link <http://embassysuites.hilton.com/en/es/groups/personalized/INDNHES-NIS-20140518/index.jhtml>, or enter group code NIS when making your online reservation. All hotel reservations must be made no later than May 4, 2014.

Air & Ground Transport Information

Indianapolis International Airport is serviced by 9 major airlines with non-stop and direct flights from more than 100 cities. When searching for flights, use airport code IND.

Carey Indiana offers convenient shuttle service to/from the airport and The Embassy Suites hotel. Call Toll Free: 800-888-4639 or you can reserve online at www.careyindiana.com (use the Embassy Suites North as your hotel destination.)

Contacts

For general information about the workshop, contact Becky Konkle at 317-876-6200 x1096, or email bkonkle@niss-stat.org.

For questions about registration, hotel information, confirmations or cancellations, contact Wendi Loshaw at 317-876-6200 x1040, or email wloshaw@niss-stat.org.



NISS STATISTICAL WORKSHOP

PRE-COURSE SURVEY

Company Name

Name

Title

What department of your company do you work in?

- Accounting Actuarial Data Processing Information Technology
 Underwriting Statistical Other (*please specify*) _____

How long have you been involved in statistical reporting? _____

How would you rate your understanding of statistical reporting?

- Little or no knowledge Somewhat knowledgeable Very knowledgeable

What are your specific duties that relate to statistical reporting? _____

Detail specific problems you or your company are experiencing with statistical reporting: _____

List any areas of reporting or specific questions you would like addressed during the workshop:

Would you like a one-on-one session with a NISS staff member to be held concurrently during the afternoon session?

- Yes No