

DAY ONE

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| 7:30-8:00 a.m. | Registration | Continental Breakfast |
| 8:00-9:20 a.m. | Assessing the Audience and Planning the Report | Fraud cases can be won or lost on the strength of the written report. This session will cover how to ensure your report speaks to those who will be reading it, whether it's management, law enforcement or a jury. You will also learn valuable techniques for the planning stages of your report that will make the writing process more efficient and effective. |
| 9:20-9:35 a.m. | Break | |
| 9:35-10:55 a.m. | Writing Fraud Examination Reports | Report formats can vary widely, but using a report template as a starting point can help you include all relevant information and stay on track. In this session, you will walk through the structure and suggested components of a fraud examination report, as well as discuss how to best use visual aids to enhance your report's content and presentation. |
| 10:55-11:10 a.m. | Break | |
| 11:10 a.m.-12:30 p.m. | Legal Considerations in Report Writing | A good report should provide evidence against the fraud perpetrator, not the fraud examiner. This session will explore the most common ways a report can lead to legal liability for the examination team and how you can avoid culpability when compiling your case and writing your report. |
| 12:30-1:30 p.m. | Group Lunch | |
| 1:30-2:50 p.m. | Expert Witness Reports | Reports for expert witness engagements differ in several specific ways from general fraud examination reports. Learn the different types of expert witness reports, what to include in these documents and best practices for writing reports when you're engaged as an expert in a case. |
| 2:50-3:05 p.m. | Break | |
| 3:05-4:25 p.m. | Improving Writing Skills | Everyone—even the best writer—has room for improvement. Improving your writing skills will help you to better document your investigations and build your professional reputation. This session will help you brush up on your grammar, develop your professional writing style and avoid common mistakes that can undermine the professionalism of your written communications. |

*Please note: Schedule listed is for U.S. events. All events outside of the U.S. are pushed back 30 minutes with registration beginning at 8:00 a.m. and the last session ending at 4:55 p.m.