

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 3-13
	<b>DATE</b> August 15, 2013

**TO:** STATE WORKFORCE AGENCIES

**FROM:** ERIC M. SELEZNOW /s/  
Acting Assistant Secretary

**SUBJECT:** National Unemployment Insurance (UI) Tax Conference  
September 16 – 18, 2013

1. **Purpose.** To announce the 2013 National Unemployment Insurance (UI) Tax Conference that will be held in Washington, D.C., September 16 – 18.
2. **Background.** The U.S. Department of Labor’s (Department) Office of Unemployment Insurance sponsors a biennial National UI Tax Conference to bring together state staff who are responsible for the administration of the UI tax program and Federal staff responsible for the oversight of these programs. This conference is an important national forum to discuss current UI tax issues, exchange ideas to enhance UI tax programs, and showcase innovative tax programs and practices. The 2013 conference will include a broad range of topics, including Unemployment Trust Fund (UTF) solvency, UTF borrowing rules and requirements, information technology consortia, SUTA dumping, worker misclassification issues, the Effective Audit Measure, Tax Performance System initiatives, UI tax automation and technology, and enhanced tax enforcement.
3. **Travel Costs.** The Department recognizes the importance for state staff to attend this conference and will provide each attending state \$1,439 to defray travel costs. Each state that attends the conference will have its above-base funding increased by \$1,439.
4. **Conference Registration.** Although there is no fee to attend the conference, registration is required and will be coordinated through the UI Community of Practice (CoP) at <http://ui.workforce3one.org>. You will need to be a member of the UI CoP to register for the conference. After logging-in to the UI CoP, click on the conference link to register for the conference and view agenda and hotel information.
5. **Conference Location.** The 2013 National UI Tax Conference will be held at the Department headquarters in the Frances Perkins Building, 200 Constitution Avenue N.W., Washington, D.C. 20210.
6. **Hotel Information and Reservations.** Hotel accommodations may be arranged with the Embassy Row Hotel, located at 2015 Massachusetts Avenue, N.W., Washington, D.C. 20036. A block of rooms has been reserved under the name *UI Tax Conference DOL 2013* at the local

Federal per diem rate of \$226 per night, plus a 14.5 percent sales and occupancy tax. The special rates are also available to attendees for the day before and after the conference dates. Reservations must be made by Sunday, August 25, 2013 to obtain a room at this rate. Each guest will be charged one (1) night's room and tax at time of booking. Cancellations to reservations can be made up to 72 hours prior to group arrival date. You may make your reservation at:

[https://reservations.ihotelier.com/crs/g\\_reservation.cfm?groupID=1086300&hotelID=75776](https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=1086300&hotelID=75776), or by calling the hotel's Central Reservations department at 1-855-336-2900 or In-House Reservations at (202) 265-1600 and confirm as attending the "*UI Tax Conference DOL 2013*." Transportation between the hotel and the Frances Perkins Building is a quick 4-stop ride on the Metro Red line (no transfers). There are Metro stops across the street from both the hotel and the Frances Perkins Building.

7. **Additional Information.** Conference attendees should be aware that no meals or beverages will be provided and attendees should plan accordingly. The Frances Perkins Building has a large cafeteria and there are many restaurants within walking distance of the building. A complete list of restaurants will be posted to the conference site on the UI CoP.
8. **Action Requested.** Please forward agenda topics to your regional office as soon as possible, but no later than August 16, 2013. For those making agenda suggestions, please provide a description of the topic, whether it is a plenary session or a workshop, and suggested presenter(s). Much of the conference agenda will reflect the suggestions provided by the state attendees, so be sure to make your ideas heard.
9. **Inquiries.** Inquiries should be directed to the appropriate Regional Office or to Tom Crowley at [crowley.thomas@dol.gov](mailto:crowley.thomas@dol.gov).