

**MWCIA****Minnesota Workers' Compensation Insurers Association, Inc.**

7760 France Avenue South, Suite 640, Minneapolis MN 55435 * 612/897-1737 (Voice) * 612/897-6495 (Fax)

J.P. Hildebrandt, President

April 7, 1997

ALL ASSOCIATION MEMBERS

Circular Letter No. 97-1273

RE: 1997 Advisory Statistical Work Group (ASWG) Training Sessions Registration

The Pennsylvania Compensation Rating Bureau, on behalf of the Workers' Compensation Insurance Organizations (WCIO), is coordinating a series of Advisory Statistical Work Group (ASWG) implementation training sessions to be held on April 28 in Philadelphia, May 6 in Chicago, and May 21 in San Francisco. These training sessions will be conducted jointly by independent bureaus and carriers which participated in the ASWG project. The training sessions will provide information to the industry in all phases of the Statistical Plan changes which have been implemented based on recommendations of the ASWG. The sessions are intended primarily for carrier staff directly involved in the daily preparation, submission, and revision of statistical reports to the bureaus.

Topics for discussion at these sessions include the following:

- Data flows and processes at carriers and bureaus
- Reporting pre-ASWG data using ASWG formats
- Reporting options
- Corrections and subsequent reports
- ASWG coding
- Individual Case Reports (ICRs)
- Bureau communications

If you intend to participate in these sessions, please complete and mail the attached registration form and your check for \$150 for each participant made payable to the WCIO to:

Eileen Quenzer
Pennsylvania Compensation Rating Bureau
The Widener Building - 6th Floor
One South Penn Square
Philadelphia, PA 19107-3577

A late fee of \$25 will be charged for any registrations accepted after the deadline for each session. All fees must be prepaid. No credit cards will be accepted.

Philadelphia, April 28, 1997 -- 10:00 a.m. to 4:30 p.m.

(Registration at 9:30 a.m.)

WYNDHAM FRANKLIN PLAZA HOTEL
Two Franklin Plaza, 17th & Race Streets
Philadelphia, PA 19103
Phone 215-448-2000
FAX 215-448-2853

DEADLINE TO REGISTER FOR THE PHILADELPHIA SESSION IS APRIL 17, 1997

Availability of hotel rooms anywhere in Philadelphia for the night of Sunday, April 27, 1997 is quite limited. Information is pending as to whether a small block of rooms will free up for us at the Wyndham. Please contact Kathy Grady at Extension 222 at the Pennsylvania Compensation Rating Bureau (215-568-2371) for further information. The Wyndham Franklin Plaza Hotel is located in downtown Philadelphia. The Hotel can be reached by taxi (approximately \$20+), by airport shuttles serving the downtown hotels, or by the airport train service (the Wyndham is 3 blocks from Suburban Station).

Chicago, May 6, 1997 - 10:00 a.m. to 4:30 p.m.

(Registration at 9:30 a.m.)

EMBASSY SUITES SCHAUMBURG
1939 North Meacham Road
Schaumburg, IL 60173
Phone 847-397-1313 or 800-654-8089
FAX 847-397-8907

DEADLINE TO REGISTER FOR THE CHICAGO SESSION IS APRIL 25, 1997

A block of rooms has been reserved for the night of Tuesday, May 6, 1997 at a corporate rate of \$119 for single and \$129 for double plus 10% tax per night. Hotel room reservations must be made directly with the Embassy Suites Schaumburg; refer to ASWG Seminar. The corporate rate and availability are guaranteed through April 22, 1997. The hotel expects to be fully booked on this date, so reserve your room promptly. The corporate rate is guaranteed for those who wish to stay over Wednesday, May 7, 1997; however, room availability is not guaranteed. The Embassy Suites Schaumburg is located approximately 30 minutes from Chicago O'Hare Airport. For your convenience, shuttle service to and from the airport can be arranged for individuals or groups through My Chauffeur at 847-671-3600

San Francisco, May 21, 1997 - 10:00 a.m. to 4:30 p.m.

(Registration at 9:30 a.m.)

CLARION HOTEL SAN FRANCISCO AIRPORT

401 East Millbrae Avenue
Millbrae, CA
Phone 415-692-6363
FAX 415-692-4251

DEADLINE TO REGISTER FOR THE SAN FRANCISCO SESSION IS MAY 9, 1997

A block of rooms has been reserved for the night of Tuesday, May 20, 1997 at a corporate rate of \$114 plus tax per night. Hotel room reservations must be made directly with the Clarion Hotel San Francisco Airport; refer to ASWG Seminar. The corporate rate and availability are guaranteed through April 22, 1997. The hotel expects to be fully booked on this date, so reserve your room promptly. The corporate rate is guaranteed for those who wish to stay over Wednesday, May 21, 1997; however, room availability is not guaranteed. The Clarion Hotel San Francisco Airport is located approximately 1 mile south of the airport. For your convenience, shuttle service to and from the airport is available on a regular basis; there is a hotel courtesy phone to request immediate pickup.

Very truly yours,

JOHN P. HILDEBRANDT

President

1997 ADVISORY STATISTICAL WORK GROUP (ASWG) TRAINING SESSIONS

REGISTRATION FORM

Lunch and breaks are included in the registration fee. Please use a photocopy of this form to register more than three participants.

Please return form and payment to:

Eileen Quenzer
Pennsylvania Compensation Rating Bureau
The Widener Building - 6th Floor
One South Penn Square
Philadelphia, PA 19107-3577

Enclosed is our check in the amount of \$ _____

(\$150 per person made payable to the WCIO)

TRAINING SESSION REGISTRATION (Please print or type all information requested)

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ SESSION LOCATION _____

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ SESSION LOCATION _____

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ SESSION LOCATION _____