



GENERAL BULLETIN

CONNECTICUT
BANKERS
ASSOCIATION
10 Waterside Drive
Farmington, CT 06032-3083
(860) 677-5060
FAX: (860) 677-5066

SENT TO:

2009 – 202

November 5, 2009

TO THE CHIEF EXECUTIVE OFFICER
OR INDIVIDUAL ADDRESSED

CEO, CEO+, CIO, COO,
CRO, Audit, Branch Admin.,
Compliance, Retail Banking &
Security Specialists

RE: **“Lights Out 2009” -- A Full Immersion Business Continuity Test**

We are pleased to announce an important membership event, ***“Lights Out 2009” - A Full Immersion Business Continuity Test***. Bank regulatory agencies strongly advise that banks annually review and test your business continuity plan. This simulation will provide attendees with the opportunity to help your institution comply with complex regulations. In addition, we anticipate a significant amount of attendee participation and expect that as a result of this information sharing, your attendance will put you in position to help make your institution’s business continuity planning process stronger. The seminar will be held on Tuesday, December 1, 2009 at the Crowne Plaza Hotel, Cromwell, CT. The registration desk opens at 8:30 a.m., with the program commencing at 9:00 a.m. Adjournment is anticipated at 3:00 p.m.

PROGRAM OVERVIEW

Testing your bank’s business continuity plans presents a “reality” challenge that is difficult to emulate during a tabletop exercise. Hurricanes Katrina, Rita, tornadoes, forest fires, floods and last year’s ice storms have all focused a renewed spotlight on disaster (versus inconvenience) planning as regulatory scrutiny of business continuity plans is increasing.

“Lights Out 2009” - A Full Immersion Business Continuity Test strives to create an exercise with timelines, deadlines, regulatory communications, and a dash of chaos to provide a testing environment beyond the safe bounds of conference room tabletop discussions, as we simulate a sudden and lengthy disruption in electrical service.

In this seminar, participants will work together in teams of six to eight individuals, along with industry experts to address a life-like constantly changing climactic situation, putting business continuity plan skills into play to get the bank up and running as soon as possible while protecting customer relationships, data, facilities and employees. We will be using generic bank information and we will create teams as necessary. The “mixing” with other banks provides additional value as individual banks have different plans and concerns. We will on request, accommodate institutions wishing to send full teams as “themselves” for this important planning exercise.

SEMINAR HIGHLIGHTS

- Update on the 2008 FFIEC BCP guidance – hear from and learn what the regulators expect.
- Learn first-hand how to effectively deal with the paralysis brought on by a prolonged power outage.
- Improve your planning skills – a business process planning template will be provided as a “takeaway”.
- Assess your readiness and better understand the impact a disaster has on bank employees and what you can expect from them.

SPEAKERS

The program will be lead by David Sidon, CPA, principal, The Navis Group, Gloucester, MA. Featured participants include representatives from Northeast Utilities, Connecticut’s Department of Emergency Management & Homeland Security, Robert Sargent, IT Examination Specialist, FDIC, Braintree, MA, Todd Prout, Manager, Connecticut Department of Banking and Joseph Bracchitta, Alliance Director, Agility Recovery Solutions.

WHO SHOULD ATTEND

This program is for all auditors, branch administrators, compliance officers, senior operations and IT officers, and anyone in your institution that actively participates in the business continuity plan process.

REGISTRATION DETAILS

To attend the “*Lights Out 2009*” -- *A Full Immersion Business Continuity Test*, please complete the attached registration form and return it to the Association office no later than **Friday, November 27, 2009**. Please note the registration desk opens at 8:30 a.m. and the program begins at 9:00 a.m. Adjournment is anticipated by 3:00 p.m.

You may FAX your registration prior to the deadline (860.677.5066). All FAX registrants will be billed, regardless of their attendance.

Seminar fees are outlined on the registration form and include a comprehensive program workbook, refreshments, lunch and State sales tax. If you have any questions regarding program content or registration procedures, please do not hesitate to call the Association office.

Very truly yours,

LINDSEY R. PINKHAM
Senior Vice President & Secretary

CONNECTICUT BANKERS ASSOCIATION MEETING REGISTRATION FORM



10 Waterside Drive, Farmington, CT 06032-3083
Telephone: (860) 677-5060 Fax: (860) 677-5066

TITLE: "Lights Out 2009" - A Full Immersion Business Continuity Test
DATE: Tuesday, December 1, 2009
REGISTRATION TIME: 8:30 a.m.
PROGRAM TIME: 9:00 a.m. – 3:00 p.m.
LOCATION: Crowne Plaza Hotel, Cromwell
REGISTRATION DEADLINE: Friday, November 27, 2009

<u>NAME (please print)</u>	<u>TITLE</u>	<u>BADGE NAME</u>	<u>EMAIL*</u>
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_____	_____	_____	_____

Company: _____

Address: _____

Completed by: _____ Phone: _____ E-mail: _____

REGISTRATION FEES

CBA Member: \$195.00/person x _____ Person(s) = \$ _____

Non Member: \$390.00/person x _____ Person(s) = \$ _____

* Confirmation sent if Email address is provided above

MEMBERSHIP

CBA Member: A banking institution who is a regular member of the Association. Also includes Associate Members (a corporation, association or individual not eligible for regular membership, who has applied and been accepted for Associate Membership.)

Non Member: A banking institution who is not a current regular member of the Association. Also includes a corporation, association or individual who is not a current Associate Member.

Please select method of payment: Check Visa Master Card American Express

Card Number: _____ Exp. Date: _____

Security Code: _____ (3 digits on back of card) Amount: \$ _____

Billing Address: _____

City/State/Zip: _____

Cardholder Signature: _____

REFUND/CANCELLATION POLICY

- Refund Policy:** No refunds will be made for cancellations received within two business days of the program.
- Cancellation Policy:** A \$25.00 per person cancellation fee will be charged.
- Substitutions:** Registrants may send a substitute to the program without loss of program fees. Please call in advance whenever possible.
- Non-Attendees:** Registrants who do not attend the scheduled program will not receive a refund of program fees, but may request program materials.

DIRECTIONS TO THE CROWNE PLAZA, CROMWELL (860) 635-2000

- From Hartford:** I-91 South to Exit 21. Left at end of ramp. After first light, hotel located immediately on left.
- From New Haven:** I-91 North to Exit 21. Left at end of ramp. Hotel located immediately on left.
- From Waterbury/
Danbury:** I-84 East to Route 691 East. Follow to I-91 North to Exit 21. Left at end of ramp. Hotel located immediately on left.
- From New Britain:** Route 72 East / Route 9 South to Route 372 East (Berlin/ Cromwell). Hotel located approximately 4 miles on left.