



## How to Gain Approval to Attend the 2017 Texas Payroll Conference

### Why You Should Attend

As a payroll industry professional, you know you can find the newest trends, innovations and technologies when you attend the 28<sup>th</sup> Texas Payroll Conference on September 20 - 23, 2017, in Las Colinas (Irving), Texas. You also know that to be competitive, you must constantly fine-tune your skills, find new ways to cut costs, streamline processes and drive innovation. You must know how to be effective and incorporate these processes into your daily operations. Be a force for change in your organization by bringing the knowledge home. Everyone in your organization can benefit from your attendance. Learn successful methods and best practices from leaders in the payroll industry and how to apply these methods in a variety of situations.

### Communicate Why Attendance is Vital

Professionals who are better prepared than their competition have the advantage - as do their organizations. Whether you belong to a large or small organization, investments in improving payroll processes will be repaid many times over. Plan to attend. It will be your chance to bring the benefits of knowledge home to your organization!

#### Here are just a few benefits of attendance:

- Discover practical solutions to complex problems
- Analyze best practices and management trends
- Adopt world-class payroll management practices and strategies
- Discuss hot topics with colleagues
- Network with other payroll professionals
- Learn from powerful keynote speakers

During the 2017 Texas Payroll Conference (TPC), you will meet the best and the brightest in the payroll industry. With more than 50 educational sessions, you and your organization will reap the benefits of best management practices, success stories, tools and practical solutions. You will also have the opportunity to turn your biggest challenges into your greatest accomplishments when you learn from the experts, leaders in their field and fellow practitioners.

### Gain Buy-In

Review the daily schedule on the website to identify educational sessions, continuing education opportunities and networking events that address specific needs within your organization. Identify your current initiatives such as cutting costs, streamlining processes, building relationships or overcoming specific challenges, and then find corresponding sessions. Identify current suppliers with whom you need to discuss future contracts or services. Find new vendors you are considering adding to your list of payroll suppliers. Prepare a list of the benefits that can be realized by your attendance. Then, explain the relationship between these TPC activities and your organizational



goals. It's important to be able to logically describe the benefits to your organization and how you can make an impact.

### **Create a Winning Proposal**

Put your ideas in writing and submit a formal proposal to your supervisor. Include your intended schedule of educational sessions and why the knowledge gained will be valuable to your operation. List all areas where your department faces challenges and the sessions you want to attend or who you plan to visit with that will help you overcome these challenges.

Provide a list of suppliers (both current and potential) and note not only what you hope to accomplish during meetings, but also point out the efficiency associated with being able to meet with so many current and future business partners over a short time period. Strengthen your proposal by listing department goals and their corresponding sessions.

### **Budget**

While preparing your winning proposal, include a budget. With tight restraints on company bottomline, anticipating costs associated with this economical educational conference will solidify your well-rounded proposal.

Don't forget to include the cost of registration, transportation, any meals (not provided by the conference) and lodging (if applicable) in order to finalize the proposal.

Do a comparison, if necessary, of other industry conferences to show that you have considered the financial impact on your organization and have elected to attend the best value-based and affordable conference available.

### **Give Feedback**

Follow up with your supervisors after you return from the conference. They will want to know firsthand your impression of the conference, what you gained from it and how you will apply lessons learned. This is where you will refer to your original proposal and goals to achieve while at the Texas Payroll Conference. Let your supervisor know what you have learned and how you will implement this knowledge. Most importantly, let your organization know that your participation in TPC was a worthwhile investment. So, plan your strategy, prepare your proposal and secure your approval to go. Registration is open now for the 28<sup>th</sup> Texas Payroll Conference September 20-23, 2017, in Las Colinas (Irving), Texas. Bring the benefits of knowledge home to your organization!