



TPC First Time Attendee Checklist

Thank you for choosing to attend the 28th Annual Texas Payroll Conference, we are delighted to have you with us as we **MAKE PAYROLL MAGIC!**

The Board of Directors wants to make sure that your experience at the Texas Payroll Conference is not only memorable but fun! When attending TPC for the first time, you may feel unsure as to what to bring, what to do, what's expected, and the list can go on. Below are some items to keep in mind when planning your trip to Las Colinas (Irving), Texas. We have made this available in a printable, downloadable format.

First and foremost, plan to arrive in time to attend the First Time Attendee Session which normally begins prior to the first kickoff general session. This year's **First Time Attendee Session is at 10:00 AM on Wednesday, September 20, 2017**. Ensure your travel plans accommodate this opportunity!

Secondly, make hotel reservations immediately after you make your flight arrangements. There are occasions where our room block has filled up quickly.

Hotel Information:

Omni Mandalay Hotel at Las Colinas
221 East Las Colinas Boulevard
Irving, TX 75039
Phone 972-556-0800

Check-In / Check-Out Times: Check in time is 3:00 PM / Check Out time is 12:00 PM NOON

Room Rate Information: Single/Double Occupancy: \$165.00 hotel room rates are subject to applicable occupancy and sales taxes. Room rate is good for three (3) days prior and three (3) days after conference dependent upon hotel availability.

Highlights of the Hotel:

- Relax at Mokara Salon & Spa – Make reservations now!
- Heated lakeside swimming pool
- Wifi Internet service – complimentary for Select Guest members
- Walking distance to restaurants
- Gondola Rides Available Outside Hotel
- Free Shuttle service to local restaurants (not available for airport pick-up)
- Free parking at hotel

What to Bring / Pack:

- Attire during conference is business casual. Meeting rooms are generally cool, so bring a jacket or sweater to help you adjust accordingly – dress in layers. In addition, comfortable footwear is highly recommended.
- Bring plenty of business cards to give to exhibitors and colleagues.
- Print your session handouts before you leave the office and bring them with you. Copies will not be available on-site.
- Bring highlighters, post-it notes, pens, pencils and notepad or paper for note taking.
- Bring your laptop, as Internet access is available.
- Read the information regarding the Friday Night Party theme, as many attendees dress for the occasion.

Before You Arrive:

- Make hotel reservations as soon as possible.
- If flying in, make transportation arrangements to and from hotel.
- If driving, parking is free without valet.
- Download the app on your cell phone.
- Purchase Friday Night ticket for spouse.

At the Conference, things to keep in mind:

- Wireless Internet access is free within the convention hall during the conference.
- Participate in the workshops and sessions.
- Visit with exhibitors – you may or may not be the decision maker, but your supervisor will be impressed with your desire to obtain information.
- Meet and enjoy fellow attendees, colleagues or payroll professionals.
- Download the app to ensure up-to-date information at all times at your fingertips!
- Network, network, network. Meet new friends or catch-up with old ones.
- TPC provides many meals at our conference, including continental breakfasts each morning (Thursday – Saturday), and full meals for lunch (Wednesday – Friday). We provide opportunities to sign-up for restaurants for dinners on Wednesday and Thursday evenings (Friday evening a dinner is included). Check at registration for an update list of restaurants.
- Feedback is very much appreciated and needed to improve our conference.
- Take the opportunity (if presented) to visit the surrounding area, there are wonderful things to see!

When You Return:

- Provide your company with a recap of “WHAT YOU LEARNED” this is the best way for you to attend the following year.
- Complete the survey.
- Turn in your receipts and expense report
- Make plans now to attend the next Texas Payroll Conference!