



2025 Speaker's Proposal to Present



The Texas Payroll Conference Speaker Committee is accepting proposals for presentations for 2025. If you or someone from your organization would like to speak at the conference, please complete the following information.

Conference Year:

2025 Texas Payroll Conference

September 10-13, 2025, Omni Hotel, Fort Worth, TX

Title of Presentation: Please **limit it to 10 words**. Make it eye-catching, incorporating theme if possible.

Type of Presentation:

- ☐ Single Presenter
- ☐ Co-Presenter (limit 3 people)
- ☐ Panel (limit 4 people, including moderator)

NOTE: *If you are a supplier/exhibitor, your company must exhibit at the conference & you must be a sponsor over \$3,500 with payment/sponsorship signed by Friday, February 28, 2025*

Abstract: Summarize what attendees will learn and why this is important to them. Please limit it to 100 words. (This will not only be used by the reviewers but will be the basis for the session description in marketing materials.)



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Knowledge (Focus) Areas: Please select the areas that best describe your presentation topic:

CORE PAYROLL CONCEPTS

- ☐ Worker Status
- ☐ Fair Labor Standards Act
- ☐ Employment Taxes
- ☐ Employee Benefits
- ☐ Employee/Employer Forms
- ☐ Professional Responsibility
- ☐ Methods and Timing of Pay

COMPLIANCE/RESEARCH AND RESOURCES

- ☐ Escheatment
- ☐ Legislative and Regulatory Requirements
- ☐ Reporting
- ☐ Record Retention
- ☐ Penalties
- ☐ Global
- ☐ Multi-state Taxation/ Reporting

CALCULATION OF THE PAYCHECK

- ☐ Compensation/Benefits
- ☐ Fringe Benefits
- ☐ Involuntary Deductions/Taxes
- ☐ Voluntary Deductions
- ☐ Employer Taxes and Contributions
- ☐ Total Payroll

PAYROLL PROCESS, SUPPORTING SYSTEMS AND ADMINISTRATION

- ☐ Maintain Master File Components
- ☐ Concepts and Functionalities
- ☐ Business Continuity Plan
- ☐ Technology Evaluation
- ☐ Upgrade/Implementation Knowledge
- ☐ System Maintenance/Updates
- ☐ System/Project Implementations

PAYROLL ADMINISTRATION AND MANAGEMENT

- ☐ Policies and Procedures
- ☐ Management Skills and Practices
- ☐ Customer Service and Communication
- ☐ Staffing, Employee Development and Core Competencies



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AUDITS

- ☐ Internal Controls
- ☐ Payroll System
- ☐ Controls
- ☐ Accounting System Controls
- ☐ Audit Policies and Procedures
- ☐ Third Party Controls

ACCOUNTING

- ☐ Financial Reporting
- ☐ Accounting Principles
- ☐ Payroll Journal Entry
- ☐ Account Reconciliation

Key Elements: Please provide at least 3 bullet points describing the key elements of your presentation.



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Level of Presentation: Describe the level of audience to which your presentation is directed.

☐ **Fundamentals:** Attendees generally have 1 to 3 years of experience in Payroll and are generalists new to the subject. Focus is on learning the basics of the topic.

☐ **Intermediate:** The material presented generally requires 2+ years prior exposure to the topic area as it assumes prior knowledge of fundamental information. Focus on building on learning, expanding knowledge/work experience, and learning how to apply that knowledge more effectively. These sessions cover more complex issues from a strategic, technology, organizational, or implementation prospective.

☐ **Advanced:** The material presented generally is intended for attendees who have at least 5 years exposure to the topic area. Focus is on learning the full issues and intricacies of the topic, and how to use this knowledge to gain a strategic advantage.

Have you presented at TPC before? ☐ Yes ☐ No
If yes, when (year)? _____

Have you presented this session before? ☐ Yes ☐ No
Where have you presented session prior? _____

Is a fee associated with you presenting? ☐ Yes ☐ No
TPC is non-profit, please list fee for non-profit _____

Presentation length: ☐ 60 minutes ☐ 90 minutes

Presenter(s) and Contact Information:

Name (Print): _____

Title: _____

Work Email: _____

Alternative Email: _____

Cell Phone: _____ Office Phone: _____

Name (Print): _____

Title: _____

Work Email: _____

Alternative Email: _____

Cell Phone: _____ Office Phone: _____

List others on separate page with all information above.

Completed proposals and/or questions can be directed to the Texas Payroll Conference
Speaker Committee Chairperson at speakers@txpayrollconference.org.