



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 who holds a professional certification would like to speak at the conference, please complete the following information.

Conference Year:

2025 Texas Payroll Conference - Wrangling Payroll – Brushstrokes & Boots
September 10-13, 2025, Omni Hotel, Fort Worth, TX

Title of Presentation: Please **limit your session title to no more than 10 words**. Make it eye-catching, incorporating the conference theme if possible.

Abstract: Summarize what the attendees will learn in your session. Please limit your abstract to 100 words. (This will be the basis for the session description in all conference marketing materials.)



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- ☐ **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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Select the subject matter(s) listed below.

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. The 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 applying that knowledge more effectively. These sessions cover more complex issues from a strategic, technological, organizational, or implementation perspective.

☐ **Advanced:** The material presented is generally intended for attendees who have at least 5 years of exposure to the topic area. The 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 ☐ 120 minutes (2-part session-
one hour each)



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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 a separate page with all the information above.

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