



We are very excited that you will be joining us at the 22nd Annual Texas Payroll Conference. To ensure that your experience is enjoyable, below is a list of action items and things to bring:

Make your hotel reservations

- ❖ The Worthington Renaissance Fort Worth Hotel, 200 Main Street, Fort Worth, Texas (800) 266-9432 or <https://resweb.passkey.com/go/TPC2011> . TPC Group Discount Hotel Code is already programmed in -- Rate is \$169.00 per night
- ❖ Parking: On-site parking, fee: 14 USD daily; Valet parking, fee: 22 USD daily To stay
- ❖ Complimentary fitness center
- ❖ Visit our TPC Website / travel page
http://www.txpayrollconference.org/index.php?option=com_content&view=article&id=82&Itemid=142

If you are flying to the conference, secure your travel arrangements

- ❖ Visit our TPC Website / Airline and Driving instructions page
http://www.txpayrollconference.org/index.php?option=com_content&view=article&id=83&Itemid=143

Travel from airport to hotel

- ❖ Super Shuttle Service: Make your round-trip reservation online at www.supershuttle.com and put your discount code **62GCR** in under group code or use the link below
- ❖ <https://www.supershuttle.com/GroupRez/TripDetails.aspx?GC=62GCR>
- ❖ Rates are discounted 12% off the regular rates. DFW \$15 for one way. Dallas Love Field \$32 for one way. For an even better savings, book round-trip and pay only \$28.00 from DFW or \$60.00 from Dallas Love Field.
- ❖ Provide the requested information, to include round-trip service, your name, flight details (to and from the airport).
- ❖ Provide a credit card for payment.
- ❖ Print your confirmation page (or you can e-mail it to yourself).
- ❖ Visit our TPC Website / Airline and Driving instructions page
http://www.txpayrollconference.org/index.php?option=com_content&view=article&id=83&Itemid=143

Race to Compliance !

P.O. Box 191473 • Dallas, TX 75219 • Phone: 866.849.6534 • info@txpayrollconference.org



What to bring/pack

- ❖ Attire during conference sessions is Business Casual. Meeting rooms are generally cool, so bring a jacket or sweater to help you adjust accordingly. In addition, comfortable footwear is highly recommended.
- ❖ Bring plenty of business cards to give to exhibitors and colleagues.
- ❖ TPC is now **GREEN**. Print your session handouts before you leave the office and bring the handouts with you.
- ❖ Bring highlighters, post-it notes, pens, pencils and notepad or paper.

At the conference

- ❖ Participate in workshops; visit with the exhibitors; meet & enjoy fellow attendees.
- ❖ Since dinner is not provided by TPC on Wednesday and Thursday evenings, take the opportunity to network with other attendees.

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