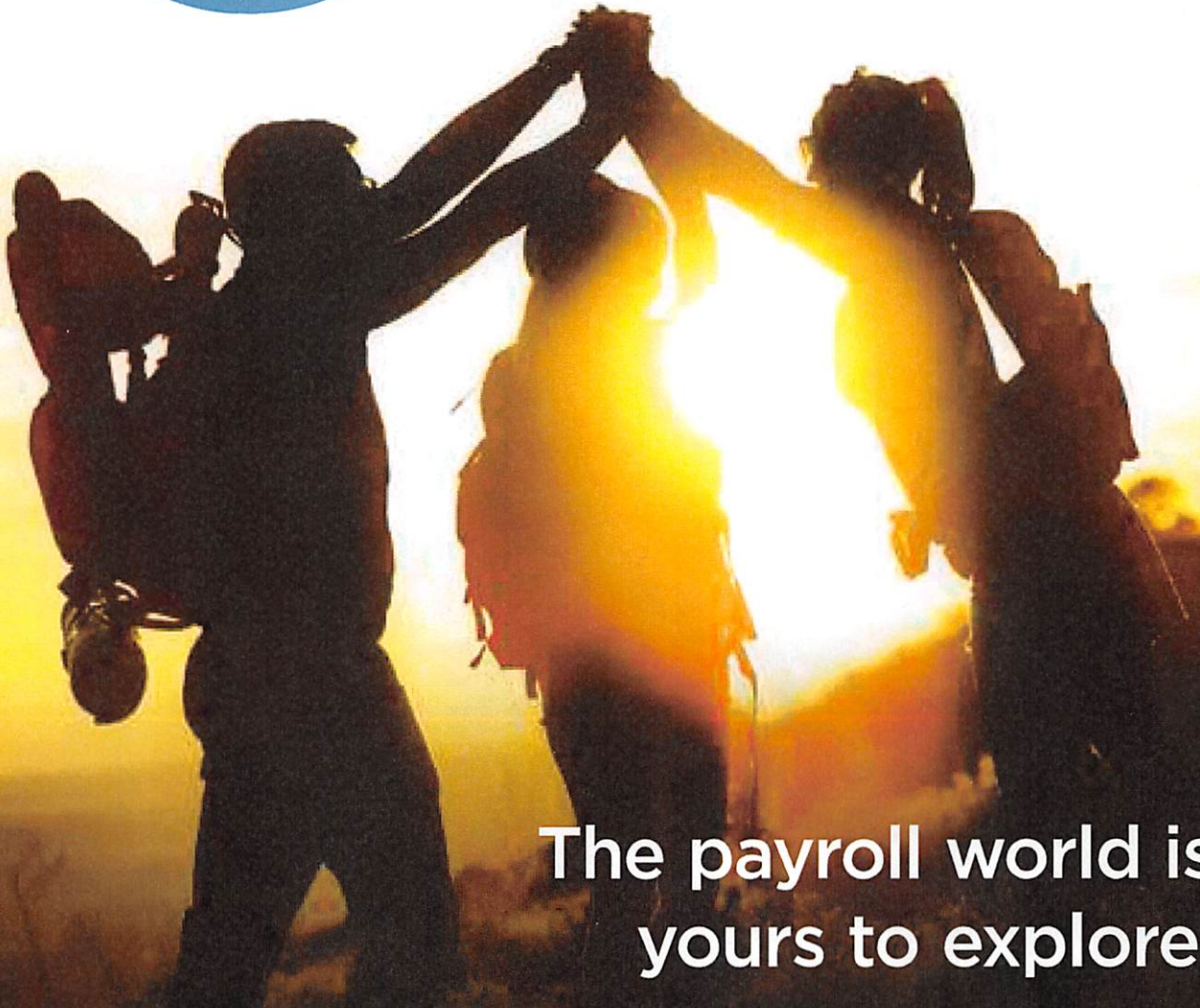




AMERICAN PAYROLL ASSOCIATION'S  
**CONGRESS**  
CONVENTION & EXPO  
MAY 5-8, 2020 • ORLANDO, FL



The payroll world is  
yours to explore.

AMERICAN  
**PAYROLL**  
ASSOCIATION

[www.APACongress.com](http://www.APACongress.com)

Congress Sponsors include:



# 38th Annual Congress - Registration Form

Register and make housing reservations at: [www.APAcongress.com](http://www.APAcongress.com)

1 Registrant Information	
Name: <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.	_____
Title:	_____
Organization:	_____
Street Address:	_____
City: _____ State/Province: _____ Country: _____	
Zip + 4-digit/Postal Code:	_____
Telephone:	_____
	<small>(Area/Country Code)</small>
Fax:	_____
	<small>(Area/Country Code)</small>
Email:	_____
	<small>(For official APA communications, registration confirmations, Payroll Currently, and PAYTECH-Digital.)</small>
Please indicate if you are: <input type="checkbox"/> CPA <input type="checkbox"/> PA <small>(For NASBA reporting purposes.)</small>	
Global Payroll Management Institute Subscriber: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Needed for New Member Enrollment: Birth date: ____ / ____ / ____	
<input type="checkbox"/> I am an APA MEMBER	
Member's ID #:	_____
	<small>(Update your contact information at <a href="http://www.APAcongress.com">www.APAcongress.com</a>)</small>
<input type="checkbox"/> I am a COLLEAGUE of an APA MEMBER (at the same street address)	
Colleague's ID #:	_____
Member's Name:	_____
Member's ID #:	_____
<input type="checkbox"/> I am NOT an APA Member or Colleague	
<b>Special Dietary Request</b>	
<b>ATTENDEE:</b> <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-Free <input type="checkbox"/> Kosher <input type="checkbox"/> Peanut Allergy	
<input type="checkbox"/> Dairy Allergy <input type="checkbox"/> Halal <input type="checkbox"/> Vegan	
<input type="checkbox"/> I have read the additional info for onsite meal requests found on page 23.	
<b>GUEST:</b> <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-Free <input type="checkbox"/> Kosher <input type="checkbox"/> Peanut Allergy	
<input type="checkbox"/> Dairy Allergy <input type="checkbox"/> Halal <input type="checkbox"/> Vegan	
<input type="checkbox"/> I have read the additional info for onsite meal requests found on page 23.	
<b><u>All Attendees Please Complete This Section</u></b>	
In case of emergency, contact:	
Name:	_____
Relation to Attendee:	_____
Daytime Phone:	_____
Evening Phone:	_____
I will be staying at this hotel:	_____

**Virtual Congress & Expo:** Not attending Congress in Orlando? Register for Virtual Congress & Expo at [www.americanpayroll.org/virtual-congress.html](http://www.americanpayroll.org/virtual-congress.html).

Last updated December 2019

EMT: 9V

For Office Use Only	Date: _____	Order #: _____	Batch #: _____
Group #: _____	Check #: _____	C/P: _____	Total \$: _____

2 Order Form	
Event Code: 20CONGRS	Fees
<b>All-Access Pass includes Congress registration and Virtual Congress registration. Colleagues and Nonmembers also receive a 1-year APA Membership.</b>	MEMBER: \$1,950
	COLLEAGUE: \$2,100
	NONMEMBER: \$2,170
<b>Three-Day Pass</b>	MEMBER: \$1,650 COLLEAGUE: N/A NONMEMBER: \$2,115
<b>Two-Day Pass</b>	MEMBER: \$1,100 COLLEAGUE: N/A NONMEMBER: \$1,410
<b>One-Day Pass</b>	MEMBER: \$550 COLLEAGUE: N/A NONMEMBER: \$705
Guest Registration	
Expo Cocktail Reception, Dinner, and Party on Thursday, May 7: \$100 per guest	
Guest Name: _____	\$ _____
Registration Amount: <input type="checkbox"/> All-Access Pass <input type="checkbox"/> One-Day Pass <input type="checkbox"/> Two-Day Pass <input type="checkbox"/> Three-Day Pass	
Days Attending: _____	\$ _____
Total Payment: \$ _____	

3 Payment Information	
<small>Payment in U.S. dollars must accompany registration form. Currency Converter: <a href="http://www.xe.com">www.xe.com</a></small>	
<b>Three Enrollment Options:</b>	
<input type="checkbox"/> Online	<input type="checkbox"/> Fax <input type="checkbox"/> Mail
<a href="http://www.APAcongress.com">www.APAcongress.com</a> (210) 224-6038 To address below	
<input type="checkbox"/> I authorize the American Payroll Association to CHARGE my:	
<input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	
<b>Card is:</b> <input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
Card #:	_____
Exp. Date: _____	CVV Code: _____
Name on credit card: _____	
Signature of cardholder: _____	
<input type="checkbox"/> PURCHASE ORDER #: _____	
<small>(for government agencies/universities only)</small>	
<input type="checkbox"/> Make CHECK payable and mail to:	
<b>American Payroll Association</b> c/o Customer Service 660 North Main Avenue, Suite 100 San Antonio, TX 78205-1217	
<input type="checkbox"/> I agree to the policies found at <a href="http://bit.ly/APA-policies">bit.ly/APA-policies</a> .	

# Important Congress Details

## Registration Fees, Special Events, and Meals

Payment in U.S. dollars must accompany your registration. (Currency Converter: [www.xe.com](http://www.xe.com)) Registration for the full week includes access to all handouts provided by speakers, Virtual Congress & Expo, 1-year APA Membership (for Colleagues and Nonmembers), and the following special events:

- 13 Congress Workshop Sessions and all keynote and special guest speakers
- Expo and Global Pavilion Grand Opening and Cocktail Reception, May 6
- Lunches, May 5–8
- Expo Cocktail Reception, Dinner, and Party, May 7

Registration for One-, Two-, or Three-Day passes includes workshops, lunches, and entrance to the Expo. Please note:

- Evening events are NOT included with these packages unless your registration is for or includes Thursday, May 7, which also includes the Dinner and Party.
- Only adults age 21 or older will be admitted to the Party on May 7.
- May 5 is reserved for hospitality parties or an evening on your own in the Orlando area.

## Dietary Requests and Special Services

It is our pleasure to offer you a special request meal that meets your dietary preferences. By selecting the special meal request option and indicating the meal functions you will be attending, you confirm that you will be eating your special request meal purchased by APA on your behalf. There is no additional charge for the special request meal(s), unless you elect not to eat it, fail to pick up the special request meal, or eat a regular attendee meal in its place. In any of these instances, you will be invoiced \$50 for each individual special request meal that you ordered. Dietary requests made within two weeks from event start date cannot be guaranteed. Special meal requests not indicated on the registration form will be limited and will not be honored onsite.

Your registration items will include a meal ticket for each function in which a special request meal has been ordered. Please provide this ticket to your server so that they may retrieve the special request for you at that time and confirm that you have received it.

If you require special services, please call Customer Service at (210) 224-6406, M-F, 8 a.m. - 6 p.m. CT, at least 21 days in advance.

## Cancellations/Substitutions

Because Congress is always fully booked, APA cannot honor cancellations or refunds. However, you may substitute another member or colleague from the same street address. A \$55 non-refundable administrative fee will be assessed for each substitution. The substitute may also be charged the difference in price if the member types are different. An APA representative will provide the substitution form. Requests should be made by calling Customer Service. If you are unable to attend and cannot find a substitute, notify APA in writing by April 5, 2020, and you will be issued a credit to your APA account for another APA-sponsored meeting less a \$150 cancellation fee. This credit is good for one year from date of issue; no exceptions will be made to this policy.

## Granting Attendee Registration and Admission

APA, or their officially designated event management, in their sole discretion, reserves the right to accept or decline an individual's registration for Congress. Further, APA, or event management, reserves the right to prohibit entry or remove any individual, whether registered or not, whether they are attendees, exhibitors, representatives, or vendors, who in APA's or event management's sole opinion are not, or whose conduct is not, in keeping with the character and purpose of the event.

## Ticket Purchases

Guest tickets for the Expo Cocktail Reception, Dinner, and Party on May 7 may be pre-purchased with an attendee's registration, or may be purchased at the onsite registration booth by 5:00 p.m. on May 5. Guest must be age 21 or older to attend. Special meal requests will not be available if purchased onsite.

## Hotel Accommodations

Visit [www.APAcongress.com](http://www.APAcongress.com) to make your Congress hotel reservations. All Congress housing reservations must be made through the Congress Housing Bureau. Hotel reservations must be made by April 6, 2020, to ensure availability at the group rate.

Rooms and group rates may not be available after this date. After April 6, 2020, call the Congress Housing Bureau at the numbers listed for assistance in locating accommodations.

**ONLINE:** [www.APAcongress.com](http://www.APAcongress.com) (follow links to "Housing")

**PHONE:** (888) 266-7660 (toll-free in the U.S.); International: (972) 349-5882

Please refer to the Housing Reservation Form for additional information on booking hotel reservations.

## Dress Code/Weather

All Congress events are business casual with the exception of Thursday's party, which is casual. Suggested business casual attire:

Men: Docker-style pants, polo shirts, sweaters, blazers

Women: Slacks, skirts, casual shirts or blouses, sweaters, blazers

Please note that meeting rooms at the Gaylord Palms Resort & Convention Center will be cool; you may wish to bring a sweater or jacket for your personal comfort. The average high temperature in May in Orlando is 88° F and the average low is 65° F.

## GPMI and APA

The American Payroll Association and Global Payroll Management Institute (GPMI) are partnering to present a robust menu of multinational payroll education. Together, they will offer multiple workshop sessions on strategic global payroll expansion, individual country payrolls, and taxing equity compensation.

## Chapter Hospitality Booth

Stop by the Chapter Hospitality Booth to receive a warm welcome from the Orlando Chapter. Local chapter members will be available to share with you all the fun and exciting options Orlando has to offer for restaurants, shopping, and must-see local attractions.

## Ground Transportation

Visit [www.APAcongress.com](http://www.APAcongress.com) for ground transportation information.

## Recertification Credit Hours (RCHs), Continuing Education Units (CEUs), and Continuing Professional Education (CPE) Credits

CPPs and FPCs: After attending the 38th Annual Congress, you will receive an online evaluation. After completing the evaluation and showing you have met the requirement to select and attend individual workshops and general sessions that are eligible for RCHs, you will have an opportunity to print your thank you letter confirming your attendance and the award of up to 20 RCHs and 2.0 CEUs. Retain the "thank you for attending" letter in case you need it for a recertification audit. CPAs seeking CPE credits must follow NASBA guidelines. You will receive your CPE credits 6-8 weeks after the conference.



The APA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org). No prerequisites or advance preparation required. Delivery method: Group-live. Program level: Overview. The American Payroll Association's CPE sponsor identification number with the National Association of State Boards of Accountancy (NASBA) is 103152.

**CPE Complaint Resolution Policy:** The APA will make every effort to resolve complaints regarding NASBA compliance within a reasonable amount of time and in a confidential manner. A formal complaint must be submitted in writing and must set forth a statement of the facts and the specific remedy sought. Submit CPE complaints to: American Payroll Association, Attn: Certification, 660 North Main Avenue, Suite 100, San Antonio, TX 78205-1217. Certification: (210) 226-4600.

# AGENDA



## MONDAY, MAY 4

---

- 1:45 p.m. – 7:00 p.m.      **Registration/Check-in**  
5:00 p.m. – 6:00 p.m.      **Orientation**  
6:00 p.m. – 7:00 p.m.      **Tweet Up**

## TUESDAY, MAY 5

---

- 7:00 a.m. – 6:00 p.m.      **Registration/Check-in**  
7:00 a.m. – 8:00 a.m.      **Registration for Annual Business Meeting**  
8:00 a.m. – 9:15 a.m.      **Annual Business Meeting** *Open to all association members*  
8:15 a.m. – 9:15 a.m.      **Workshop Session 1** (60 minutes)  
9:30 a.m. – 11:00 a.m.      **Workshop Session 2** (90 minutes)  
11:15 a.m. – 12:45 p.m.      **Welcome Luncheon** Sponsored by   
1:00 p.m. – 2:00 p.m.      **Orientation**  
1:00 p.m. – 2:00 p.m.      **Workshop Session 3** (60 minutes)  
1:00 p.m. – 3:00 p.m.      **Professional Development Lounge** Sponsored by   
2:15 p.m. – 3:45 p.m.      **Workshop Session 4** (90 minutes)  
4:00 p.m. – 4:45 p.m.      **Spouse and Guest Information Meeting**  
4:00 p.m. – 5:45 p.m.      **Opening General Session**

### WELCOME REMARKS

- Dan Maddux**, Executive Director, American Payroll Association  
**Jodi Parsons, CPP**, Immediate Past President, American Payroll Association  
**Lois Fried, CPP**, President, American Payroll Association

### INDUSTRY EXPERT PRESENTATION


- Brent Gow, CPP** • "Your Future in Payroll Requires Expanded Knowledge and Skills"

### KEYNOTE

- Alison Levine** • "On the Edge: The Art of High-Impact Leadership" Sponsored by 

## WEDNESDAY, MAY 6

---

- 7:00 a.m. – 6:00 p.m.      **Registration/Check-in**  
8:00 a.m. – 9:30 a.m.      **Federal Government Executive General Session**  
8:00 a.m. – 9:30 a.m.      **Workshop Session 5** (90 minutes)  
9:00 a.m. – 11:00 a.m.      **Professional Development Lounge** Sponsored by   
9:45 a.m. – 11:15 a.m.      **Workshop Session 6** (90 minutes)  
11:30 a.m. – 1:00 p.m.      **General Session Luncheon**

### INDUSTRY EXPERT PRESENTATION

- Kira Rubiano** • "Cultural Currency"

### KEYNOTE

- Mark Scharenbroich, CSP, CPAE** • "The Seven Secrets to Survive Camp Payroll by World Famous Camp Counselor Wally Bowers"

- 1:15 p.m. – 2:15 p.m.      **Workshop Session 7** (60 minutes)  
2:30 p.m. – 5:45 p.m.      **Expo and Global Payroll Pavilion Grand Opening and Cocktail Reception**  
6:30 p.m. – 8:00 p.m.      **Chapter Exchange Reception and Awards** Sponsored by 

## THURSDAY, MAY 7

---

- 7:00 a.m. – 12:00 p.m. Registration/Check-in  
8:00 a.m. – 9:00 a.m. Workshop Session 8 (60 minutes)  
9:00 a.m. – 11:45 a.m. Expo and Global Payroll Pavilion Open  
12:00 p.m. – 1:45 p.m. General Session Luncheon

### INTRODUCTORY REMARKS

Dan Maddux, Executive Director, American Payroll Association

### INDUSTRY EXPERT PRESENTATION

Davida Lara, CPP • "My Journey to Becoming a Payroll Executive"

### KEYNOTE

Tarun Wadhwa • "Money, Work, and Life in Exponential Times"

Sponsored by



- 2:00 p.m. – 3:00 p.m. Workshop Session 9 (60 minutes)  
2:00 p.m. – 4:00 p.m. Professional Development Lounge  
3:15 p.m. – 4:15 p.m. Workshop Session 10 (60 minutes)  
4:15 p.m. – 6:30 p.m. Expo and Global Payroll Pavilion Open  
Cocktail Reception  
5:30 p.m. – 6:30 p.m. Exhibitor Prize Drawing  
6:45 p.m. – 7:45 p.m. Dinner  
8:00 p.m. – 11:45 p.m. Party

Sponsored by **rapid!**

## FRIDAY, MAY 8

---

- 7:00 a.m. – 12:00 p.m. Registration/Check-in  
8:00 a.m. – 9:00 a.m. Workshop Session 11 (60 minutes)  
9:15 a.m. – 11:00 a.m. Expo and Global Payroll Pavilion Open  
Exhibitor Prize Drawings  
11:15 a.m. – 12:15 p.m. Workshop Session 12 (60 minutes)  
12:30 p.m. – 2:00 p.m. Awards Luncheon

Sponsored by **wisely**  
by **ADP**

### GUEST SPEAKERS

Patricia Fripp, CSP, CPAE  
Moderator

Kristine Willson, CPP  
2019 Payroll Woman of the Year

Jeffrey Hill, Ph.D., CPP, PMP  
2019 Payroll Man of the Year

- 2:15 p.m. – 3:15 p.m. Workshop Session 13 (60 minutes)  
3:30 p.m. – 4:45 p.m. Closing General Session

### KEYNOTE

Kay Frances, CSP, MBA • "Stress Less, Laugh S'more, and Embrace Change"

Sponsored by

