

First-time Attendees

What to Bring/Pack

- Attire during conference sessions is Business Casual. Meeting rooms are generally cool, so we suggest dress in layers – jackets or a sweater to help you adjust accordingly. In addition, comfortable footwear is highly recommended.
- Bring plenty of business cards to give to vendors and colleagues.
- Print presentation handouts before you leave the office and bring with you. Copies will not be available on-site.
- Bring highlighters, post-it notes, pens, pencils and notepad or paper.

At the Conference

- Wireless internet access is not available within the convention room during the conference.
- A Business Office for Guest use is located with access to internet on the same floor as the convention.
- Meet with the Vendors, meet and enjoy fellow attendees, colleagues or payroll professionals.
- Take time to network with new friends or catch up with old ones.
- Be prepared to be “on your own” for dinner Thursday and Friday evenings. Often “first time attendees” will meet in the lobby and go to dinner together.
- Plan to attend the group entertainment event “Christmas Wonderland” at The Palace Theatre Thursday, 7pm.