**HOW TO JUSTIFY CONFERENCE ATTENDANCE**

Thank you for your interest in attending AHRMM20+, September 22 – October 8. AHRMM20+ is a virtual event for the health care supply chain community where you can connect with your peers from across the country, discover the latest leading practices and learn how other organizations are tackling the same challenges that your organization faces with innovative approaches. Now that the event is virtual, it's even easier to join from the comfort of your own home or office!

But how do you convey the value of AHRMM20+ to your supervisor in order to secure funds for your attendance?

Below are some easy-to-use tools and tips that may help you calculate the investment and identify your professional and financial return on investment.

**General Tips**

Plan early! Visit the [conference website](https://annual.ahrmm.org/index.cfm) and register before September 4 to take advantage of the lowest rates. Not a member? [Join AHRMM](https://www.ahrmm.org/get-involved/membership/join) and save up to $250 off the non-member rate.

Submit a letter to your supervisor to approve the costs associated with attending AHRMM20+. Emphasize that the virtual format of the event helps save on travel expenses and time out of the office, while still getting many of the same benefits as an in-person event.

If you are working to obtain or maintain your CMRP designation, remind your supervisor that this is a great way to earn CECs and is less expensive than registering for separate, multiple eLearning courses or webinars. It also requires less time away from the office.

Offer to deliver a short presentation or written report for your colleagues to share what you've learned and multiply the benefits of attendance.

Ensure your employer that due to the virtual format of the event, you will be accessible and be able to remain onsite fulfilling your essential role.

**Determine Your Expenses**

Conference expenses are influenced by a number of factors. Before you can begin to justify conference expenses, you need to calculate what those expenses will be. Use the following *Expense Worksheet* to develop a cost estimate for attending AHRMM20+.

**EXPENSE WORKSHEET**

|  |  |  |
| --- | --- | --- |
| Expense | Guideline | Cost |
| Conference Registration | Register by September 4 to save up to $250. | $ |
| **Total** | $ |

**Understanding the Benefits**

It's important to show your supervisor why your attendance will benefit not just you, but your entire team. Emphasize that you will learn new skills, techniques and innovative approaches. Identify specific sessions you’re planning to take that have particular relevance to your organization’s work. Highlight speakers, exhibitors and other potential partners in attendance who can help advance your organization’s objectives.

When you propose a conference for approval, demonstrate how your attendance can bring value back to your team and boost efforts to accomplish your organization’s goals. Clearly articulate the connection between your organization’s goals and needs and the conference program. To support this process, use the following Benefits Worksheet to help you focus on the benefits.

**BENEFITS WORKSHEET**

|  |  |
| --- | --- |
| Your Organization’s Benefits | Specific needs and the conference sessions and training that meet the need. |
| Networking Benefits | 1. This conference will allow [specific team members] to network with other health care supply chain professionals and suppliers. We will learn about the latest tools, resources and methods, and hear new ideas and best practices.
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| Teambuilding (if sending a big part of your group) | 1. This conference will help advance our team. Team members will discover and discuss new tools, best practices and processes and how we can apply them in our organization to drive clinical value, implement innovation and deliver operational efficiency.
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| Current Tools | 1.2.3. |
| Future Tools Exploration | 1.2.3. |
| Current Strategies | 1.2.3. |
| Future Strategies Exploration | 1.2.3. |
| Current Processes | 1.2.3. |
| Future Processes Exploration | 1.2.3. |
| New Products and Technologies for Your Organization  | 1.2.3. |

*[Excerpted from Mike Doyle, manager, author, teacher, conference organizer and founder of the Documentation & Training Conference.]*