**HOW TO JUSTIFY CONFERENCE ATTENDANCE**

Thank you for your interest in attending AHRMM23, August 6-9, 2023 in Orlando, FL. AHRMM23 is the leading education event and the central meeting place for providers, suppliers, clinicians, and administrators working in all facets of health care supply chain. The conference provides a platform and a voice to weigh in on the important topics that impact you and your organization and collaborate with colleagues from across the nation, to discover new products, and engage in face-to-face conversations and networking activities.

But how do you convey the value of AHRMM23 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 April 30 to take advantage of the lowest rates. Not a member? [Join AHRMM](https://www.ahrmm.org/get-involved/membership/join) and save up to $450 off the non-member rate.

Submit a letter to your supervisor to approve the costs associated with attending AHRMM23. Emphasize that registration for the AHRMM23 Conference & Exhibition also includes complimentary registration for the AHRMM23 Virtual Conference on September 14.

If you are working to obtain or maintain your CMRP designation, remind your supervisor that this is a great way to earn CECs (11.5 for the in-person conference, 5 for the Virtual Conference, as well as additional CECs available from Pre-Conference sessions) 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 AHRMM23.

**EXPENSE WORKSHEET**

|  |  |  |
| --- | --- | --- |
| Expense | Guideline | Cost |
| Airfare |  | $ |
| Transportation |  | $ |
| Hotel |  | $ |
| Airfare |  | $ |
| Meals |  | $ |
| Pre-Conference Fees | (if any) | $ |
| Conference Registration | Register by August 6 to save. | $ |
| **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.]*