



April 20-23, 2017

Gaylord National Resort & Convention Center

Justification Toolkit: General Tips

Many organizations have limited travel budgets and training budgets, so regardless of the merits of a conference, you will probably need to justify the expense. Here are some things to consider:

- Focus on what you will specifically bring back to the organization as a return on the investment.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues when you return to share what you learned. That way others in department will benefit from your attendance, too.
- If you are working to obtain or maintain a case management certification, remind your supervisor that this is a great way to earn up to 31.2 CEs and is less expensive than registering for separate conferences. It also requires less time away from the office.
- Be ready with a plan that shows who will cover for you while you are attending the conference.
- Offer to share a room to reduce hotel expenses by finding a roommate. A co-worker attending the conference, a fellow chapter member, a case management colleague in your area: all are possible roommates.
- Be sure to check out the “Pricing” page on www.casemanagementconference.com and note the registration deadlines to ensure you take advantage of the lowest price possible – register early and save! ACMA also offers membership packages, group discounts and military/VA discounts that represent savings for applicable attendees.

Adapted from the article “How to Justify Conference Attendance” by Mike Doyle.

Available online at <http://www.writingassist.com/resources/articles/how-to-justify-conference-attendance/>