



# Conference Justification Toolkit

Tips and tools to justify the value of attending the 2019 Exchange conference

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## General Tips:

In general, travel and training budgets have been adjusted downward which means that regardless of the merits of a conference, you will probably need to justify the expense. So, here are some things you might want to consider:

- Focus on what you will specifically bring back to the organization as return for the investment.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. That way others in your unit will get the benefits of your attendance.
- Share the speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers.
- Remind your manager that this is a great way to earn Continuing Professional Education (CPE) credits. The CHESP review session awards 8 hours, the VPEI workshop awards 16 hours, and attendees participating in the CMIP session can earn 12 hours.
- Mention that Exchange is the foremost conference for EVS professionals and has been successful in blending strategic leadership with practical, operational tools to provide a content-rich, evidence-based, highly relevant learning experience. It is far less expensive than registering for multiple conferences and you will spend less time away from the office.
- Be ready with a plan that shows who will dower for you while you are attending the conference.
- Offer to share a room with another colleague to reduce hotel expenses.
- Be sure to check out the registration page where all the various rates are listed. Register **early** for the **lowest** rates or discounts.



## Testimonials:

Don't take our word for it — Read the following testimonials from past participants:

"The conference was once again a learning experience, not only from the educational sessions, but also, and very much so, from the many opportunities taken to meet, network with, and exchange information with other attendees and AHE staff. Very beneficial. I was actually sending information back to my leadership team about some of the lessons learned that apply to our facility."

"Excellent educational sessions. One of the best conferences I have ever attended."

"I absolutely enjoyed attending Exchange! Learning all that I can, hearing their stories, networking, making new friends... The whole package!"

"This was my 1st year attending and becoming a member of AHE. It is a fantastic conference with an overabundance of information and tools to help me be successful in my current role as EVS manager."

"It was refreshing and a great experience meeting new people and people in my same boat as a new member. I greatly appreciate the warm feeling and welcoming attitude of everyone."

"I left the conference only more determined to bring all my leadership team into the AHE fold. Even while at the conference, I sent forth suggestions for processes and improvements learned either in conference sessions, in conversations or in the Solution Center."

"I returned from the Exchange full of new ideas that I can't wait to implement! It was very exciting!"

"Great group of professionals sticking together and always willing to help each other learn! That's what I love most about this group."

"A wonderful experience for me and my supervisors. I always learn something and meet new people."

## Benefits:

We encourage you to visit the Exchange 2019 website to review the schedule and other available resources to gain a greater understanding of the benefits and full offerings of the conference beyond those listed below.

<b>CONFERENCE OFFERINGS</b>	<b>BENEFITS</b>
<b>Networking</b>	Connect with a robust network of trusted professionals who face the same everyday challenges as you.
<b>Education</b>	Stay up to date on industry developments and trends through the learning labs, preconference workshops, and general sessions.
<b>Continuing Professional Education Credits</b>	Earn CPE credits by attending a VPEI, CMIP, or CHESP workshop.
<b>Solution Center</b>	Meet vendors who offer products and solutions tailored to your needs.
<b>Professional Growth</b>	Your career stops when you stop learning. It is our job to stay relevant in a landscape that doesn't wait for anyone.

**Use the tools on the next page to develop an Action Plan to assist you in putting the knowledge you gained at Exchange 2019 to work. Create follow-up steps for implementing ideas, sharing your knowledge with your organization, being your own advocate, and creating change.**

## **PRACTICAL & APPLICABLE**

<b>What I learned</b>	<b>How I will apply it to my work</b>	<b>Potential Impact</b>	<b>When (deadline)</b>
1)			
2)			
3)			
4)			
5)			

## **RESOURCES & REFERENCES**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

## LEADERSHIP & EMPLOYEE ENGAGEMENT SKILLS

Skill	Tactic

Vendor	Contact Name	Contact Information	Area of Expertise

## Expenses Estimate

<b>Airfare</b>	[insert price]
<b>Meals</b>	[insert price estimate]
<b>Hotel</b>	[insert price]
<b>Miscellaneous (travel, etc.)</b>	[insert price estimate]
<b>Registration Fee</b>	[insert price] *see table below
<b>Total</b>	[insert total]

<b>Full Conference</b>	<b>Mar-Jul</b>	<b>After Jul 31st</b>	<b>Conference-with-in-a-Conference</b>	<b>Exhibit Hall Only</b>
Member	\$645	\$745	\$300	\$50
Non-member	\$745	\$845	\$300	\$50
Government*	\$545	\$745	\$300	\$50
Non-ES/ Non-member	\$745	\$845	\$300	Complimentary**

\*Please note that attendees using the Government rate must register using a .gov or .mil email address. The Government rate is not eligible for the group discount.

\*\*Contact ahe@aha.org for Non-ES/Non-Member discount code.

Dear **<Insert supervisor name>**:

I am requesting your approval to attend the Association for the Health Care Environment's annual conference, Exchange 2019. The information presented at Exchange will enable me to provide advancements to our organization, cultivate my own professional development, and further enhance our environmental services department as I bring back ideas, targeted strategies and best practices.

Exchange is an annual educational event, attended by over 500 professionals with an interest in caring for the clinical environment of care. This educational event brings together environmental services, infection preventionists, facility managers, textile, design and many other health care professionals to lead change in the field of environmental services, including surface disinfection, environmental hygiene and infection prevention.

The speakers are thought-leaders in the field of environmental services, who demonstrate best practices and innovative approaches within their sessions' content. The opportunity to network with individuals who have faced similar challenges and make valuable business connections is an immeasurable value.

I believe the following sessions will support and develop our current initiatives:

- Session title
- Session title
- Session title

View the complete program schedule here: [www.ahe.org/conference](http://www.ahe.org/conference)

Exchange 2019 takes place Wednesday, August 21 through Saturday, August 24, 2019 in San Antonio, Texas.

Cost projection:

Airfare	[insert price]
Meals	[insert price estimate]
Hotel	[insert price]
Miscellaneous (travel, etc)	[insert price estimate]
Registration fee	[insert price]
Total	[insert total]



Exchange is the foremost event for individuals with a stake in the environment of care. I believe it is within our facility's best interest to be represented. Your approval and confirmation of budget would be greatly appreciated. Upon my return, I will share a post-conference report and summarize valuable takeaways.

Sincerely,

<Insert your name>

