A Step-by-Step Guide to Creating a GCMS Justification Proposal for Your Employer
About NCMA’s 40th Annual Government Contract Management Symposium

GCMS 2021: The Urgent Future

For the first time, NCMA is offering an event that offers both a traditional conference with NCMA’s usual excellent session tracks and an immersive, scenario-based experience.

GCMS 2021 Experience

The 2021 Experience explores the mounting, demanding array of challenges facing contracting professionals today, and the increased speed, agility, and creativity required to solve them.

Experts on the main stage will highlight the specific contracting challenges of cybersecurity, China and Russia, supply chain, and more. Our closing plenary will be a vision of how smart, agile contracting can confront this urgent future. Choose breakout sessions featuring contracting competencies and tools for creativity, agility, and speed. GCMS 2021 also includes the ever-popular Innovation Alley demonstrations and Leadership Exchanges.

GCMS 2025 Experience

Education Tracks & Content

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Benefits of Attending

In addition to receiving training from our community's expert practitioners, professors, and leaders—and an opportunity to connect with peers to learn about their challenges and successes, GCMS attendees will receive:

- In the 2021 Experience, the opportunity to receive up to 30 CPE/CLP credits through live GCMS sessions and replays, virtually or in person.

- In the 2025 Experience, the opportunity to receive 35 CPE/CLP credits through live GCMS sessions and replays, virtually or in person.

- Convenient 24/7 online access to session replays after GCMS.

- For nonmembers, a complimentary one-year NCMA membership including a year’s-worth of access to:
  - Additional training
  - Our new online competency assessment
  - Member pricing on education and events (including our online Certification prep courses)
  - Our award-winning Contract Management magazine
  - Collaborate—our online community where members help members with contracting issues and challenges
Attendee Profile and Demographics

Past attendees have included:

- Contract Specialists & Negotiators
- Contract Administrators & Officers
- Subcontract Managers
- Procurement & Purchasing Managers
- Vice Presidents & Directors of Contracts
- Supply Chain & Sourcing Professionals
- Program & Project Managers
- Compliance & Ethics Officers
- COTRs & CORs
- Estimating Specialists & Analysts
- Pricing Specialists & Analysts
- Proposal Managers
- Acquisition Professionals
- Business Development Professionals
- General Managers
- Corporate Counsel
- Procurement & Contract Law Professionals
- Professors & Students
Crafting a Convincing Attendance Request

For your convenience, we have created a justification letter template. Simply copy this letter, fill in the bold areas of text, and provide it to your supervisor for approval.

The general template will get you started. Feel free to customize it with your own voice and the specific needs of your organization.

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GCMS Justification Letter Template

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<date>

Dear <supervisor's name>:

I would like to attend NCMA’s 40th Annual Government Contract Management Symposium, December 2–3, 2021. The symposium will enable me to attend several engaging education sessions that are directly applicable to my work and will allow me to interact with a variety of contract management experts and colleagues from across the country.

I will also have an opportunity to attend the traditional GCMS conference with breakout sessions on an array of contracting skills or a two-day, immersive, team problem-solving challenge in a future scenario.

Many of the presentations are tailored to the <insert your area of focus> profession and give information on how to <insert list benefits to your responsibilities>. Additionally, I have the opportunity to earn up to 30 CPE/CLP credits for participating in the live and on-demand training.

After reviewing the agenda, I have identified several education sessions that will allow me to gain knowledge and understanding about how we can improve our processes.

<Insert the track titles or session selections that most apply to your responsibilities.>

The opportunity to develop my network and gain knowledge in <insert your area of focus> makes my attendance at NCMA’s 40th Annual Government Contract Management Symposium an excellent investment for <insert name of your organization>.

Sincerely,