**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 AHE Exchange Conference.

**EXPENSE WORKSHEET**

|  |  |  |
| --- | --- | --- |
| Expense | Guideline | Cost |
| Conference Registration | Register by September 16 | $ |
| Travel | Book Early for Airline Discounts | $ |
| Hotel | Discounted Room Rate with Registration | $199/night |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **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 me to network with other environmental service department peers. I will learn about the latest tools, resources and methods, and hear new ideas and best practices. |
| 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. |
| Current Strategies | 1.  2.  3. |
| Future Strategies Exploration | 1.  2.  3. |
| Current Products/Best Practices | 1.  2.  3. |
| Future Products/Best Practices | 1.  2.  3. |
|  | 1.  2.  3. |

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