**Attendance** **ROI Toolkit**

The **AHE 2024 Exchange Education & Solution Summit** is geared to help growing professionals’ network, share information, create connections and learn more about health care environmental services. Professionals can learn new and emerging strategies, find solutions to long-standing challenges and become informed about best practices.

Exchange24 will prepare you for what comes next and help you position yourself and your department as strategic leaders at your organization. Connect with EVS professionals from every stage in their careers and get the information and tools you need to elevate your environmental services department.

To make the most of your experience, and to help provide tangible value of your attendance, use the following attendance return on investment (ROI) toolkit. It will help you set goals and clearly define objectives so you can easily justify the investment with all the ways you and your organization will benefit.

Icon

Description automatically generated**Attendance Benefits**

**Top 20 Products & Services of Interest**

1. Bed, patient and equipment tracking
2. Carpet care
3. Carts and equipment
4. Cleaning chemicals & supplies
5. Disaster response
6. EPA hospital-grade disinfectants
7. Flooring & floor finishes
8. Furniture
9. Integrated pest management
10. Interior finishes
11. Laundry
12. Medical waste
13. Odor control
14. Paper products
15. Productivity/staffing
16. Restroom supplies
17. Sharps containers & disposal
18. Uniforms
19. Waste management & recycling
20. Window treatment

83% **of attendees are leading EVS influencers in their organizations,**

**with job titles of manager, director or above.**

80% **of attendees are facility-based employees.**

45% **of attendees report more than 10 years of working in an EVS related field.**

**Attendee Profile**

**Justification letter worksheet #1**

***How to use****:* Respond to the prompts on this page to compile key data points and information to include in an attendance justification letter to your supervisor (also included in this toolkit).

Health care specific procedures

What topics related to health care specific procedures is our organization trying to better understand and improve?

|  |
| --- |
|  |

Learning opportunities

What three learning opportunities can I find or create (a session, a speaker, a person to meet, topic to learn more about, etc.)?

|  |
| --- |
|  |

Emerging innovations, technologies, and techniques

What three emerging innovations, technologies, and techniques can I learn about and operationalize to help support the work my organization does?

|  |
| --- |
|  |

**Attendance Benefits**

**Justification Letter Worksheet #2**

***How to use****:* Complete the lists on this page to compile key partnership opportunities to include in an attendance justification letter to your supervisor (included in this toolkit below).

Current suppliers or clients

List your organization’s current suppliers that will be exhibiting at the Exchange24 Summit and your goals for interactions with them while attending the event. [See all 2023 Exhibitors.](https://floorplan.smithbucklin.com/fxfloorplan/23ahe/exfx.html#floorplan)

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier or client | Relationship-building goal | Current product education goal | Problem-solving goal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Potential suppliers or clients

List the potential suppliers your organization is considering working with that will be exhibiting at Exchange24 and your goals for interactions with them while attending the event.

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier or client | Relationship-building goal | Current product education goal | Problem-solving goal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Justification letter template**

***How to use****:* Update all highlighted sections using the information you formulated in worksheets #1 and #2 to customize this letter for your boss. Make sure to delete anything that is not applicable to you (these instructions included) and remove the highlights before you send.

<*DATE*>

Dear <*SUPERVISOR’S NAME*>,

I am seeking your support for my attendance at **Exchange24 Summit**. The Exchange is the EVS (Environmental Services) profession’s most respected educational program, bringing together health care professionals to discuss urgent and emerging trends related to health care environmental services, including staffing, quality, safety, and infection prevention and control. No other learning event brings together such an extensive group of likeminded health care decision-makers to connect with suppliers, clinical leaders, policy professionals and other aligned stakeholders like the AHE Exchange. This year’s program is being held **July 22 – July 24 in Phoenix, AZ**.

Attendance Costs

I estimate the total cost of attending the AHE Exchange24 Summit to be *<$ TOTAL>*

* Estimated travel costs: *<$ ESTIMATED TRAVEL COSTS>*
* Estimated hotel/lodging costs: *<$ ESTIMATED LODGING COSTS>*
* Estimated meals/food costs: *<$ ESTIMATED LODGING COSTS>*
* Registration fee: $700 (member)/$900 (nonmember) for

Early bird registration before July 1, 2024 and $850/$1,050 after. 

* One-year membership: For an additional $165 I can add on a

one-year AHE membership, which will benefit my career and organization year-round. PLUS it locks in member pricing immediately. [Learn more.](https://www.ahe.org/membership)

Attendance Benefits

**Gaining Insights Comprehensive Cleaning and Infection Prevention Important to Our Organization**

In an environment of a high turnover, financial challenges and emerging technologies, dedicated face time with other experts in the field is integral to effectively navigating our organization’s procedures and decision-making. No other event connects attendees with such a wide array of

highly respected industry experts to share insights on specific questions and exchange best practices in the field, including sustainability, safety, and challenges of surface contamination,

just to name a few. No other organization convenes health care specific leaders with the depth and breadth of innovation and AHE.

My participation at this event will give me an opportunity to discuss and strategize our challenges related to <*INSERT APPLICABLE CODE, STANDARDS, COMPLIANCE TOPIC>* with a representative from<*INSERT APPLICABLE COMPLIANCE ORGANIZATION>*.

Extending Our Organization’s Learning & Development Dollars

By registering for Exchange24 Summit, I will be able to attain at least 35 CEUs (Continuing Education Units) by attending sessions in targeted learning tracks such as operations and staffing, training, infection prevention, and technology and innovation, which are directly applicable to the work that I do for our organization. Many of the sessions focus on <*SELECT APPLICABLE TOPICS: XX*>.

Specifically, I am looking forward to learning more about *<INSERT APPLICABLE LEARNING TOPIC>* which will help me be more effective at *<INSERT SPECIFIC PROJECTS, RESPONSIBILITIES>*.

I am also committed to bringing knowledge back to our team, with the AHE Exchange providing me with the tools to document key takeaways, access to presentation materials, and the chance to connect with presentation speakers to discuss the unique needs of our organization.

Finding Out More about Emerging Innovations, Technologies & Techniques

Technology is always advancing in the cleaning and health care environment and new solutions are being developed to help retrofit the existing environment. This is very important in health care when we must maintain operations. Attending will give me the opportunity to see and ask questions about emerging technologies and techniques that may prove to be extremely useful to us in the future.

Specifically, I am looking forward to learning more about *<INSERT EMERGING TECHNOLOGY/TECHNIQUE>*, which will help our organization become more effective at *<INSERT SPECIFIC POTENTIAL GAINS BY ADOPTION OF THIS TECHNOLOGY/TECHNIQUE>*.

Connecting with Current and Potential Suppliers

Since its inception in 1986, the AHE Exchange has been and continues to be the most prestigious exhibition for products and services related to health care environmental services

and its related disciplines with representatives from a multitude of market suppliers focused on surface contamination, infection prevention, sustainability, safety and more, all in one place. The Summit floor represents the most cost-effective opportunity for our organization to connect with cutting edge companies and suppliers and gain insights on potential vendors as we consider upcoming capital projects.

While attending the 2024 AHE Exchange, I will have an opportunity to meet with our current suppliers *<INSERT CURRENT SUPPLIERS AND REASONS TO MEET>* as well as connect with potential partners *<INSERT POTENTIAL PARTNERS AND REASONS TO MEET>*.

My suggestion is that we review the event’s exhibitor list and meet beforehand to discuss how we might engage some of these consultants or vendors that could offer solutions down the road.

Testimonials from Past AHE Exchange Attendees

In addition to the information above that highlights the reasons why my attendance at the AHE Exchange24 Summit will benefit our organization, I wanted to share with you some testimonials from professionals in our field who attended in the past, describing the value they gained from the event.

*<INSERT APPLICABLE TESTIMONIALS, choose from below>*

“It was good to meet some of the marvelous people who contribute to the community and chat in person. The presenters and presentations were on point and professional. It was an excellent overall experience; I plan to attend again next year.”

- Sharon Buckley-Omier, Environmental Services Professional

“AHE Exchange is a great opportunity to connect with other professionals in the industry and discuss issues we are currently dealing with. You do not have to reinvent the wheel; others have dealt with the same issues. Exchange is a place where you can learn from them.”

- Tanya Newmarch, Director of Environmental Services

“AHE Exchange was a great opportunity to network and connect with leaders from our service area on the challenges they are facing. It was refreshing to identify with others and see how they have handled the past few years.”

- Adam Wilhite, Environmental Services Professional

 Thank you for your consideration. I look forward to your reply.

Sincerely,

<*YOUR NAME*>

**2023 Exhibitors**

Alco Sales & Service Co.

Altra

Annihilare

Applied Silver, Inc.

Blue Ocean Robotics

Cintas

Clean Waste Systems

ClearFocus Robotics

Contec Professional

Core America

Custom Learning Systems

Daniels Health

Dial Professional/Henkel Corp.

Digital Solutions Software

Diversey

DM&A

Ecolab

EquipSystems

FeedbackNow by Forrester

Filmop USA LLC

Forbo Flooring Systems

Geerpres, Inc.

Genesan

ICP Medical | TEAM Technologies

ImageFirst Healthcare Laundry Specialists

Jani-King International

Karcher North America

Kinnos Inc.

Leviant

LinenMaster, LLC

MedVR Education

Metrex

Network Distribution

OHMNILABS

On the Right Track Systems, Inc.

Pacific Floorcare

Professional Disposables International

RD UVC Disinfection

Rubbermaid Commercial Products

Ruck-Shockey Associates, Inc.

Ruhof Healthcare

SC Johnson Professional

Smart Facility Software

Spartan Chemical Co., Inc.

Surfacide

TECNI-QUIP Carts & Covers

Tennant Company

The Clorox Company

Tork, an Essity Brand

UBTECH North America

Ultraviolet Devices Inc.

UMF Corporation

Varidyn

Virtual MGR

Visionclean

WasteMedX

Xenex Disinfection Services, LLC