



HFES 67th International Annual Meeting Justification Toolkit

We understand. Organizations are limiting travel and budgets. We are here to help you develop a strong justification for attending educational programming. Use the tools in this kit to explain how attending the [67th Annual Meeting](#) will be a smart investment in you by your organization.

Focus on the Bottom Line

When resources are tight, focus on the bottom line: costs vs. benefits. This worksheet will help you determine the full cost of attendance and identify the benefits you and your organization will gain. Customize the justification letter on the last page to help you draft a formal (and persuasive) request for funding.

Creative solutions can help you get your request approved. Consider these options:

- Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you attend the Annual Meeting.
- Offer to prepare and deliver a short presentation and Q&A session for your colleagues to share what you learned. This way, your coworkers will also benefit from your attendance.
- Share speaker handouts with your colleagues. As an attendee, you will have unlimited access to presenter materials that are easily downloadable once you return home.

[Contact](#) the HFES staff if you need additional information or support when drafting your request. We look forward to seeing you in Washington, DC!

Step 1: Determine the Costs

Before you can justify your expenses, you need to calculate what they will be. Use this worksheet to estimate the total cost of your attendance.

<i>Expenses all fees listed below are in USD</i>	<i>Cost</i>
<p>Registration Cost</p> <p><i>Registration Rates</i></p> <ul style="list-style-type: none"> • Member (Affiliate, Associate, Full): Early - \$685, Regular - \$795 • Member Single Day: Early - \$325, Regular - \$365 • Nonmember: Early - \$865, Regular - \$975 • Nonmember Single Day: Early - \$375, Regular - \$400 • Early-Career Associate: Early - \$375, Regular - \$435 • Early Career Associate Single Day: Early - \$165, Regular - \$235 • Student Member: Early - \$175, Regular - \$210 • Student Member Single Day: Early - \$90 Regular - \$90 • Student Non-Member: Early - \$205, Regular - \$245 • Student Non-Member Single Day: Early - \$125, Regular - \$145 • Emeritus Member: Early - \$175, Regular - \$210 	\$
<p>Workshop Cost</p> <ul style="list-style-type: none"> • Member - Full Day Workshop: Early - \$350, Regular - \$400 • Member - Half Day Workshop: Early - \$200, Regular - \$230 • Nonmember- Full Day Workshop: Early - \$400, Regular - \$450 • Nonmember - Half Day Workshop: Early - \$255, Regular - \$275 • Early Career Professional - Full Day Workshop: Early - \$300, Regular - \$350 • Early Career Professional - Half Day Workshop: Early - \$175, Regular - \$200 • Student Member- Full Day Workshop: Early - \$225, Regular - \$250 • Student Member - Half Day Workshop: Early - \$125 Regular - \$150 • Student Non-Member- Full Day Workshop: Early - \$250 Regular - \$300 • Student Non-Member - Half Day Workshop: Early - \$150, Regular - \$175 • Emeritus Member - Full Day: Early - \$350 Regular - \$400 • Emeritus Member - Half Day: Early - \$200 Regular - \$230 	\$
<p>Flight</p> <p>Visit a travel website to estimate your flight cost. The nearest airport (approx. six miles) is Reagan Washington National (DCA) Airport. Dulles (IAD) airport is the main international airport and Baltimore/Washington International Airport (BWI) is an option as well.</p>	\$
<p>Lodging</p> <p>HFES has secured discounted room rates at the Atlanta Marriott Marquis Hotel:</p> <ul style="list-style-type: none"> ○ Single/Double Room: \$252 + 16.9% tax and \$5/night State of Georgia Motel Fee 	\$
<p>Meals</p> <p>Use this section to calculate the cost of meals for your trip.</p>	\$

Subtotal Per Person	\$
Total number of employees attending	
Total Cost	\$

Step 2: Outline the Benefits

When highlighting the benefits of the HFES Annual Meeting, focus specifically on what you will bring back to your organization as a return on their investment. Use the schedule on the HFES website landing page to answer these questions:

- Which sessions have particular relevance to the work you do?
- Which sessions can teach you a skill and/or help your team overcome current or future challenges?
- Are there any speakers your organization would benefit from hearing or working with?
- How can networking open doors for your organization? Could the people you meet help your department achieve its goals?
- What value could you get from discussions with other continuing healthcare education professionals?

When considering these questions, keep these tips in mind:

- List specific sessions you plan to attend and explain how they will impact you, your department, and your company.
- Clearly make the connection between your organization's needs and the benefits you are identifying.
- If the budget approver is outside of your department, do not assume they understand your department's goals or any technical terms. Spell out the impact for them.
- Passion is the best persuasion technique – let yours shine through in your letter.

Step 3: Draft Your Justification Letter for the International Annual Meeting

Below, you will find a "justification letter" template — a letter to your supervisor explaining all the benefits you will get from attending the Annual Meeting, how it will make you a better employee, and help advance your organization. This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Dear < **approver's name** > ,

I would like to attend the [67th International Annual Meeting](#) hosted by the Human Factors and Ergonomics Society, taking place October 23 – October 27, 2023 in Washington, DC. The meeting offers 600+ cutting-edge technical presentations, including interactive workshops, expert keynote sessions, and diverse panel discussions.

This evidence-based, interactive event will enable me to attend a number of education sessions that are directly applicable to my work. I will gain insights into the latest HF/E research, with most of the content tailored to follow the interests of the society's 26 diverse technical groups.

Presentation topics range from < **list relative topic** > to < **list another relative topic** > , and I am confident that the education and skills that I gain will be directly applicable to my work. After carefully reviewing the meeting program, I have identified a number of key sessions that I would like to attend:

- **Session 1 and how it will benefit you, your department, and your company**
- **Session 2 and how it will benefit you, your department, and your company**
- **Session 3 and how it will benefit you, your department, and your company**

Getting the information at an in-person event will greatly reduce the research time and costs that <**your organization's name**> would normally incur around these topics. I have only listed some of the sessions that I will attend. Including them all would make this request much too long.

To attend the meeting and gain these benefits, I am seeking sponsorship of < **total amount you need** > for the following expenses:

Registration: <\$xxxx>

Round-trip Airfare: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

The opportunity for me to develop a network of colleagues and to gain knowledge in specific areas makes my participation at the Annual Meeting a wise investment that will yield rich dividends for our organization. Additionally, registration for the virtual meeting is included if I attend the in-person meeting in Washington, DC. This Please let me know if you have any questions or would like more information on the Annual Meeting.

Total registration for the event: <\$xxxx>

Sincerely,

< **your name here** >