



## HFES 2023 ErgoX Virtual Symposium 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 [2023 ErgoX Symposium](#) 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 symposium.
- 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!

## 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>	<b>Cost</b>
<p><b>Registration Cost</b></p> <p><b>ErgoX Meeting</b>            Member (Full, Affiliate, Associate) – Early Rate: \$445 Regular Rate: \$495            Early Career Member – Early Rate: \$225 Regular Rate: \$275            Professional Nonmember – Early Rate: \$595 Regular Rate: \$665            Student Member – Early Rate: \$75 Regular Rate: \$100            Student Nonmember – Early Rate: \$100 Regular Rate: \$125            Emeritus Member – Early Rate: \$125 Regular Rate: \$125</p> <p><b>ErgoX and Annual Meeting Combined</b>            Member (Full, Affiliate, Associate) – Early Rate: \$885 Regular Rate: \$1,025            Early Career Member – Early Rate: \$480 Regular Rate: \$570            Professional Nonmember – Early Rate: \$1,165 Regular Rate: \$1,295            Student Member – Early Rate: \$200 Regular Rate: \$250            Student Nonmember – Early Rate: \$245 Regular Rate: \$295            Emeritus Member – Early Rate: \$250 Regular Rate: \$250</p>	\$
<p><b>Flight</b></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><b>Lodging</b></p> <p>HFES has secured discounted room rates at the Atlanta Marriott Marquis Hotel:</p> <ul style="list-style-type: none"> <li>○ Single/Double Room: \$252 + 16.9% tax and \$5/night State of Georgia Motel Fee</li> </ul>	\$
<p><b>Meals</b></p> <p>Use this section to calculate the cost of meals for your trip.</p>	\$
<p><b>Subtotal Per Person</b></p>	\$
<p><b>Total number of employees attending</b></p>	
<p><b>Total Cost</b></p>	\$

## Step 2: Outline the Benefits

When showcasing the benefits of the HFES ErgoX Symposium, 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, don't 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 ErgoX Symposium

Below, you'll find a "justification letter" template — a letter to your supervisor explaining all of the benefits you'll 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 [2023 ErgoX Symposium](#) hosted by the Human Factors and Ergonomics Society, taking place virtually on October 23, 2023. This meeting offers cutting-edge technical presentations, including interactive workshops, an expert keynote session, and diverse panel discussions.

This virtual event will showcase and apply the latest ergonomics science to workplace health, safety, wellness, and injury-prevention issues. I will connect with industry experts and learn practical, usable and evidence-based solutions to the challenges faced by ergonomists, risk managers, and health and safety specialists.

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 symposium 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.

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

Registration: <\$xxxx>

The opportunity for me to develop a network of colleagues and to gain knowledge in specific areas makes my participation at the ErgoX Symposium a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions, or would like more information on the ErgoX Symposium.

Total registration for the event: <\$xxxx>

Sincerely,

< **your name here** >