

NAMSS 42ND
**& EDUCATIONAL
& CONFERENCE**
EXHIBITION 2018
Innovation for Patient Safety

LONG BEACH, CALIFORNIA | SEPTEMBER 29 - OCTOBER 3, 2018



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2018 Attendee Justification Toolkit
NAMSS Educational Conference & Exhibition
CVO Excellence Symposium

Attendee Justification Toolkit

With organizations limiting travel and training budgets, a solid justification for attending educational events is more important than ever. Use the tools in this kit to help explain how attending the [NAMSS 42st Educational Conference & Exhibition](#) and/or [NAMSS 2018 CVO Excellence Symposium](#) will be a smart investment for your organization.

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. Then, customize the justification letter on the last page to help you draft a formal (and persuasive) request for funding.

Creative solutions may 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 conference.
- 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.
- If you are working to obtain or maintain the CPCS or CPMSM certifications, remind your supervisor that this is a great way to earn up to 32 NAMSS CE Credits (plus 11 CE credits if you attend the CVO Excellence Symposium), and is less expensive and time consuming than registering for individual continuing education opportunities.

[Contact](#) the NAMSS staff if you need additional information or support when drafting your request. We hope to see you in Long Beach this fall!

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 attendance.

Expenses	Cost
<p>Conference Registration</p> <ul style="list-style-type: none"> NAMSS Member On/Before August 3 – \$655 NAMSS Member After August 3– \$710 Non-Member On/Before August 3– \$805 Non-Member After August 3– \$860 NAMSS Member One Day On/Before August 3– \$265 NAMSS Member One Day After August 3–\$320 Non-Member One Day On/Before August 3– \$375 Non-Member One Day After August 3 – \$430 	\$
<p>Optional Pre-Conference Workshops:</p> <p>Two and Three Day Workshops</p> <ul style="list-style-type: none"> NAMSS Member On/Before August 3– \$533 NAMSS Member After August 3– \$583 Non-Member On/Before August 3– \$633 Non-Member After August 3– \$683 <p>One-Day Workshop</p> <ul style="list-style-type: none"> NAMSS Member On/Before August 3– \$270 NAMSS Member After August 3– \$295 Non-Member On/Before August 3– \$320 Non-Member After August 3– \$350 	\$
<p>CVO Excellence Symposium Registration</p> <ul style="list-style-type: none"> NAMSS Member On/Before August 3– \$299 NAMSS Member After August 3– \$359 Non-Member On/Before August 3 – \$299 Non-member After August 3 – \$459 	\$
<p>Flight Visit a travel website to estimate your flight cost.</p>	\$
<p>Lodging Select your hotel accommodations and add in costs.</p>	\$
<p>Transportation to and from the Conference</p> <ul style="list-style-type: none"> Shuttles and taxis are available from the Long Beach Airport (LGB). Taxis start at \$50 round trip. Please visit the airport's transit website for shuttle information. Parking is \$15 per car entry to any of the Center's lots. 	\$
<p>Mileage Reimbursement Driving to the conference or to the airport for your flight? Use Google Maps to calculate the distance then multiply by 53.5 cents per mile (IRS standard 2018 rate).</p>	\$
<p>Meals Breakfast is included in conference registration. Estimate how much lunch and dinner will cost. Affordable lunch options will be available in the Exhibit Hall on Monday and Tuesday.</p>	\$
<p>Subtotal Per Person</p>	\$
<p>Total number of employees attending</p>	
<p>Total Cost</p>	\$

Step 2: Outline the Benefits

When showcasing the benefits of the conference and/or CVO Excellence Symposium, focus specifically on what you will bring back to your organization as a return on their investment. Use the [schedule](#) and [exhibitor list](#) listed on our website 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?
- Which exhibiting companies will be demonstrating the tools you use or are evaluating for potential future use?
- 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 credentialing specialist?
- How will you benefit from networking with your peers and brainstorming ideas to enhance the current state of CVOs?

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 facility.
- Clearly make the connection between your facility's needs and the benefits you are identifying.
- If the scholarship 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 Request

Customize this letter to show the costs and benefits you outlined above.

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

I would like to attend the [42nd Educational Conference & Exhibition](#) hosted by NAMSS, taking place September 29 – October 3, 2018 in Long Beach, California. This conference is the premier educational event in the medical services field, and is an opportunity for me to attend a wide array of educational sessions that are directly applicable to my work, and to network with a variety of experts and colleagues from across the country.

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 reviewing the conference program, I have identified a few sessions that I would like to attend:

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

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

Registration (before September x): <\$xxxx>

Round-trip Airfare: <\$xxxx>

Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

The opportunity for me to develop a network of contacts and to gain knowledge in specific areas makes my attendance at the [NAMSS 42nd Educational Conference & Exhibition](#) a wise investment that will yield rich dividends for our company. Please let me know if you have any questions, or would like more information on the NAMSS conference.

Insert the text below if you are also interested in attending the NAMSS 2018 CVO Excellence Symposium.

I would also like to attend the [NAMSS 2018 CVO Excellence Symposium](#), October 3 – October 4, taking place directly after the [42nd Educational Conference & Exhibition](#). This inaugural two-day event designed for medical services professionals who currently work in credentials verification organizations (CVOs) will focus on vital discussions pertaining to the state of the CVO, staffing models, legal and regulatory issues, technology and innovation, and streamlining various processes from the top-down.

Total registration for both events: <\$xxxx>

Sincerely,

< **your name here** >