

**ISCRD Summit on the Seas Attendee Justification Tool**

To help justify the expense and time commitment of attending ISCRD to your employer or for a grant, please see the suggestions below.

* Focus on what you will bring back to your place of employment as a result of attending the symposium.
* Prior to meeting with your supervisor or submitting a funding proposal, prepare a plan that indicates who will cover your responsibilities while you attend the symposium.
* Offer to provide a brief presentation and Q&A session upon returning from the symposium so that your colleagues may receive the benefits of your attendance.
* If you are working toward a professional certification, remind your supervisor that the symposium is a great way to earn Continuing Education Units (CEUs), and is less expensive and less time consuming than registering for individual contact hour opportunities.

**How to Justify Symposium Attendance**Allocation of resources is based on the following two things:

(1) Expense (the investment) and
(2) Return on Investment (ROI)

**How to Calculate Your Conference Expenses**Before attempting to justify your expenses for attending the symposium, first develop an estimate of what your expenses will be.

**Communicate the Benefits of Attending the Symposium**
When proposing your ISCRD attendance for supervisor approval, focus on what you will specifically share with your organization as payback for the investment. Please see the follow details to include:

* **Which sessions are particularly relevant to your work?** List the topics of the sessions that are likely to provide you with expert knowledge and skills.
* Continuing Education Units (CEUs) and professional development are valuable and necessary to ensure you have the latest training and information

**Articulate the Connection Between your Organization’s Needs and the Summit Program**
Please do not assume that your supervisor will spontaneously make the connections that you easily recognize. Take some time to describe the benefits of attending the Summit on the Seas. Once this is complete, provide both the expenses and the benefits to your supervisor for review. If needed, make use of the following to help present your case.

**Letter to Supervisor**Dear \_\_\_\_\_\_\_\_\_,

I would like to attend the ISCRD Summit on the Seas taking place October 19-22, 2018. This summit is hosted by the International Board of Credentialing and Continuing Education Standards (**IBCCES**) features learning sessions presented by experts in the field on how cognitive and developmental disabilities affect our profession.

As an educator/clinician my work is affected by ADHD, autism, and other sensory disorders on a daily basis. The Summit on the Seas will present me with timely research and best practices to help make an immediate impact on the quality of care/student performance. Sessions are directly applicable to my work and as well as the opportunity to network with a variety of experts and colleagues. Specifically, by attending the summit, I will be able to gain the knowledge needed to

* Improve the quality of care/service
* Improve student performance/patient outcomes
* Increase access to health care/educational services
* Increase my confidence by becoming better equipped with strategies for successful implementation of inclusion in the classroom
* Learn about tools that help decrease litigation that may arise from claims about the quality of care/educational services

Not only will I become better equipped to provide high-quality care/educational services, my attendance the symposium will impact the overall accomplishment of **<organization>** when I share with colleagues what I learned from the symposium’s international experts. Some of the sessions that appear to be of greatest impact to my work are **<list the sessions that apply most to your responsibilities or to challenges identified by your organization.>**

I am seeking sponsorship for the registration fee during the summit, which includes my accommodations and meals. A detailed cost breakdown is listed below.

Registration: $**<\_\_\_>**
Round-trip airfare: $**<\_\_\_>**
Total investment to attend the International Symposium: $**<\_\_\_>**

The opportunity for me to develop better contacts and to gain knowledge in specific areas makes my attendance at the Summit on the Seas a wise investment, which will result in improved educational service and student performance/quality of care by <organization.> Please let me know if you have any questions about the value of this summit or if you would like to join me in attending in October.

Sincerely,

**<Your Name>**