

**ISCRD Mental Health Summit 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 **ISCRD Mental Health Summit**. 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 Mental Health Summit** taking place November 12, 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 **ISCRD Mental Health Summit** 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 **ISCRD Mental Health Summit** 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>**