



AEC has a five-step plan on how to get the education you need to make you a success in your career, while also showing your supervisor and other workgroups how it will benefit them and the company. Attending a live conference is the most important thing you can do to enhance continuing education and increase your professional network.

1. List the Benefits Take a few minutes and write down all the benefits you are seeking from the conference and all the benefits the event can provide you. Are you looking for certification? Exploring networking opportunities for your company? Want to improve productivity and quality? Are you looking for professional development or personal growth? These are the kind of questions you want to ask yourself as you brainstorm all the possible benefits of attending. If you have attended the same conference a previous year, and it led to cost savings for the company, explain this to your manager. Review the conference website for program content and look for objectives and the “what you will learn” section of the session descriptions to use in your outline.
2. Create a Proposal Explain all the benefits you plan on gaining from this event. Clearly lay out the tools and strategies you expect to learn and show how this AEC conference will improve your performance. Also, explain how many days that you will be away, and how your work will be completed while you are gone.
3. Develop a Budget Calculate the amount the conference will cost and all the related expenditures you will incur while you are at the conference; include travel, food, hotel, transportation and registration fees. Look for the IISE-recommended lodging and early registration for discounts.
4. Arrange a Meeting Time Arrange a meeting time with your supervisor to discuss your proposal and budget.
5. Follow up After the conference, organize your thoughts on all the tools and techniques you learned along with all the benefits you gained by attending this conference. Schedule a time to meet with your supervisor to discuss some of the conference highlights and how you plan to implement your training to benefit your company. Prepare a presentation to share with your workgroup and others, either in person or via your company's intranet. Remember to express your appreciation for approving your involvement in the conference.

Justification Letter to Your Manager

Dear (**Supervisor's name**),

I would like to attend the Applied Ergonomics Conference, March 16 – 19, 2020 in Louisville, Kentucky. The conference will enable me to attend a number of educational sessions that are directly applicable to my work and will allow me to network with experts and colleagues from around the country. Many of the presentations are tailored to the (**Insert your primary function**) and give information on how to (**Insert benefits and learning objectives**). I hope that you will agree that these benefits are worth the expenses. A detailed cost breakdown is included below.

After reviewing the conference agenda, I have identified a number of education opportunities that will allow me to gain knowledge and understanding about how we can improve our processes, productivity and quality. The presentations are facilitated by industry and academic experts who have faced similar challenges. I chose each of these presentations because they are directly related to issues we are currently dealing with.

(Insert session descriptions that apply to your responsibilities)

Here is the breakdown of conference costs:

Roundtrip Airfare:

Transportation:

Hotel:

Registration Fee:

Meals:

The total costs associated with attending this conference are \$_____.

This is an opportunity to get the training I need to help improve operational excellence in our business, and I would appreciate your support and buy-in on my attendance.

Sincerely,