

ATTENDANCE JUSTIFICATION TOOLKIT

Need to gain approval for your APhA2019 attendance? Here's how:

Four simple steps to obtain your employer's support of your attendance at APhA2019, March 22–25, Seattle, WA.

You know the value of attending APhA2019, but how will you get the time off and funding for the trip from your employer? By communicating the VALUE of attending APhA2019!

To do this, you'll need to demonstrate how your attendance benefits your team, your managers, and your company or organization.

This APhA2019 Attendance Justification Toolkit takes you through the four key steps needed:

1. Outline the benefits
2. Survey education offerings
3. Create a cost/benefit analysis
4. Compose a justification memo

Plus, there is a Top 10 Reasons to Attend list to assist in making your case.

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Top 10 Reasons to Attend A_{Ph}A2019

1. At A_{Ph}A2019, I can choose from more than 80 education sessions on the topics critical to my daily work, our patients and our profession, including medication therapy management, self-care strategies, medication safety, new therapeutic entities and more.
2. I can earn up to 20 hours of continuing pharmacy education (CPE) at one place and time, which is more efficient than taking courses one at a time or during work time.
3. I will bring knowledge back to the company/workplace by making a presentation and/or sharing materials I gather with my colleagues.
4. Through connections and networking at A_{Ph}A2019, I can spread the word about our company/workplace as well as establish professional relationships that will bring value to our workplace.
5. I can get a firsthand view of the latest products and services on exhibit at A_{Ph}A2019, so we'll stay ahead of the curve.
6. Our profession is changing fast—A_{Ph}A2019 is the best place to find out what's coming next and how to strategize for the future.
7. I can easily customize the education and events program to use the four days of A_{Ph}A2019 efficiently and effectively.
8. I serve our company/workplace with expertise in a particular subject area or skill, and A_{Ph}A2019 is the best way to quickly advance that knowledge base.
9. A_{Ph}A is a strong organization with many opportunities to develop leadership; attending A_{Ph}A2019 would enable me to take advantage of these opportunities and bring leadership skills back to our organization.
10. My attendance at A_{Ph}A2019 is an opportunity for me to help advance the pharmacy profession, which in turn will advance our company/workplace.

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Step 1: Outline the Benefits of Attendance

Use this form to plan your APhA2019 strategy and target the top benefits to present to your supervisor.

Begin by listing specific needs of your pharmacy/workplace in the left column (some examples have been given); in the right column, list the relevant programming and activities that will meet those needs.

Your pharmacy/organization's needs:	How APhA2019 will meet these needs:
<p>Teambuilding (if attending with other staff members):</p> <p>How will attendance enhance your collaboration?</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<p>Networking with peers:</p> <p>What is the value of making contacts to share knowledge and experience?</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<p>Visit the exhibit hall to learn about new technologies, products, and services:</p> <p>Which companies provide the most value for your time in the hall?</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<p>Education:</p> <p>Which courses would allow you to gain CPE and bring valuable knowledge back to work to benefit patients?</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.
<p>Advancing our company and the pharmacy profession:</p> <p>What can I do to promote our workplace or specialty, or to develop professional leadership?</p>	<ol style="list-style-type: none"> 1. 2. 3. 4.



Annual Meeting & Exposition
Seattle, Washington | March 22-25

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Step 2: Survey APhA2019 Education Offerings

Enhance your knowledge. Advance your career. Turn theory into practice. Learn from some of the best minds and innovators in pharmacy practice, policy and business at APhA2019 education sessions.

You'll find more than 80 education sessions in the most critical areas of pharmacy and health care today. Review the online program to pinpoint some of the knowledge areas that can benefit your patients, your workplace and your career.

Click here [APhA2019](#) to access the educational offerings.

List the top four Pharmacy Education sessions you want to attend:

1.

2.

3.

4.

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Step 3: Create a Cost/Benefit Analysis

You and your employer need to aim for the best return on your investment from attending APhA2019. This form makes it easy to calculate and demonstrate value. Don't forget to check for your discounts!

You have many options when it comes to fees. Do you qualify for any registration discounts, such as the early bird? Check the [APhA2019](http://www.apha2019.org) website to ensure you're taking advantage of the best rates available. You will find that these prices reflect a very cost-effective "bang for your buck."

Registration fee (include any additional fees associated with courses or events you wish to attend).	Example of registration fee includes: 1. Advance Training (CTP's) 2. Pain Institute 3. Lead 360	1. 2. 3.
Roundtrip airfare	Are mileage points available to offset airfare?	
Transportation fees	Taxi/car rental/airport shuttle	
Meals	Some food may be available at functions included in your registration fee. Check your schedule.	
Hotel rate per night plus taxes	# of nights * room rate	
Parking reimbursement	At airport or hotel	
Misc. reimbursable expenses: i.e., tips, Internet fees	Check your expense reimbursement policies	
	Subtotal:	
	Total number of employees attending:	
	Grand Total:	

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Step 4: Compose Your Justification Memo

Sample Letter to Supervisor

Customize this letter to formally request support from your supervisor to attend APhA2019.

[DATE]

Dear [SUPERVISOR'S NAME],

I am writing this letter to request your consideration to provide support for my attendance at the 2019 American Pharmacists Association Annual Meeting and Exposition (APhA2019) March 22–25, in Seattle, Washington.

Participating in APhA2019 will allow me to expand my knowledge and give me new tools and resources to enhance my performance at [WORKPLACE]. This opportunity will also allow me to experience the latest products and services benefiting our patients and profession, as well as important changes coming our way and how we can best prepare for them.

I have reviewed the extensive education offerings and attached a list of sessions I feel would provide the most value for my growth. I would be pleased to share my experience with my colleagues upon my return.

The support of my attendance would include registration fees, travel expenses and living expenses while at APhA2019.

I have attached a Cost/Benefit Analysis sheet that features a calculated breakdown of anticipated expenses.

The cost of my registration is estimated to be \$[MAXIMUM COST OF YOUR REGISTRATION CATEGORY]; however, I can save \$[DOLLAR AMOUNT SAVED] if I register prior to the early bird deadline of February 1, 2019.

I strongly believe this is a solid investment for [WORKPLACE] and our patients, that offers valuable networking, education and training opportunities .

Thank you for your consideration of this request.

Sincerely,

[NAME/SIGNATURE]