



APhA2018 Attendance Justification Toolkit

Four simple steps to obtain your employer's support of your attendance at APhA2018 March 16-19, Nashville, TN

You know the value of attending APhA2018, but how will you get the time off and funding for the trip from your employer?
By communicating the VALUE of attending APhA2018!

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

This APhA2018 *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.

Top 10 Reasons to Attend

1. At APhA2018, I can choose from among more than 80 education sessions on the topics critical to my daily work, our patients and our profession, such as 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 the unparalleled connections and networking at APhA2018, I can spread the word about our company/workplace as well as forge professional relationships that will bring value to our workplace.
5. I can get a firsthand view and ask questions about the latest products and services on exhibits at APhA2018, so we'll stay ahead of the curve.
6. Our profession is changing fast—APhA2018 is the best place to find out what's coming down the pike and how we can best strategize for it.
7. I can easily customize the education and events program to use the four days of APhA2018 efficiently and effectively.
8. I serve our company/workplace with expertise in a particular subject area or skill, and APhA2018 is the best way to quickly advance that knowledge base.
9. APhA is a strong organization with many opportunities to develop leadership; attending APhA2018 would enable me to take advantage of these opportunities and bring leadership skills back to our organization.
10. My attendance at APhA2018 is an opportunity for me to help advance our profession, which in turn will advance our company/workplace.



Attendance Justification Toolkit INSTRUCTIONS

Step 1: Outline the Benefits of Attendance

Use this form to think through your APhA2018 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/workplace needs	How APhA2018 will meet these needs
<p>Teambuilding (if attending with other staff members):</p> <p>How will attendance enhance your collaboration?</p>	
<p>Networking with peers:</p> <p>What is the value of making contacts to share knowledge and experience?</p>	
<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>	
<p>Education:</p> <p>Which courses would allow you to gain CPE and bring valuable knowledge back to work to benefit patients?</p>	
<p>Advancing our organization and profession:</p> <p>What can I do to promote our workplace or specialty, or to develop professional leadership?</p>	



Attendance Justification Toolkit INSTRUCTIONS

Step 2: Survey APhA2018 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 APhA2018 education sessions.

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

Click here [APhA2018](#) to access the educational offerings

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

1.
2.
3.
4.

Step 3: Create a Cost/Benefit Analysis

You and your employer need to aim for the best return on your investment from attending APhA2018. 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 APhA2018 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)	Registration Fees: <input style="width: 80%; height: 25px;" type="text"/>	
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:	



Attendance Justification Toolkit INSTRUCTIONS

Step 4: Compose Your Justification Memo

Sample Letter to Supervisor

Customize this letter to formally request support from your supervisor to attend APhA2018.

[DATE]

Dear [SUPERVISOR'S NAME],

I am writing this letter to request your consideration to provide support for my attendance at the 2018 American Pharmacists Association Annual Meeting and Exposition (APhA2018) March 16-19, in Nashville, Tennessee

Participating in APhA2018 will allow me to expand my knowledge and give me new tools and resources to enhance my performance at [WORKPLACE]. This opportunity will also provide me with a firsthand look at 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 listing 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 APhA2018. I have attached a Cost/Benefit Analysis sheet that features a calculated breakdown of anticipated expenses.

As of now, the cost for my registration is \$[MAXIMUM COST OF YOUR REGISTRATION CATEGORY]; but I can save \$[DOLLAR AMOUNT SAVED] if I register prior to the early bird deadline of January 17, 2018.

Considering the unparalleled networking, education and training opportunities available at APhA2018, I strongly believe this is a solid investment for [WORKPLACE] and our patients.

Thank you for your consideration of this request.

Sincerely,

[NAME/SIGNATURE]