

# Make Your Case to Attend

## Address Your Challenges:

Make a list of your current challenges and choose concurrent sessions that will help you address them.

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## Make the Connection:

Take the list of conference topics or sessions you'd like to attend and provide a brief description of how those sessions will apply to your department's strategic priorities, current projects or short-term goals.

Then, it will be easy for your boss to see how your attendance will directly relate to what you're doing at work!

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## Professional Development:

Do you talk to your manager about your career goals? If so, relate those goals to the conference. Find sessions you want to attend because they will give you the tools and training you need to continue to grow professionally. Then, share that information with your manager.

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## It's Always Good to Share:

Offer to share knowledge when you return. Soak up all the great ideas and interesting insights during the conference and present the most helpful information to your colleagues when you return. (You can even get session handouts and materials for concurrent sessions that you weren't able to attend.) Share the information in person during a meeting or distribute a short summary of what you did so your colleagues will know to ask you for the details if they're interested in a particular topic you mentioned.

To provide value from my attendance, I will share information I learn with:

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## Estimated Cost of Attendance:

Registration \$ \_\_\_\_\_

Hotel Room (w/CUPA-HR's group discount) \$172 per night for \_\_\_\_\_ nights = \$ \_\_\_\_\_ (plus tax).

My estimated travel cost is \$ \_\_\_\_\_

Transportation between the hotel and airport (round-trip) is \$ \_\_\_\_\_

# Convince Your Boss

**Use this handy email template to convince your boss that you need to attend the 2018 CUPA-HR Spring Conference hosted by the Midwest and Western Region, April 30-May 2, in Salt Lake City, Utah.**

Subject: CUPA-HR Spring Conference Proposal

Hi {Insert Your Boss' Name Here},

As you know, the context of higher ed is continually changing and, with that, the expectations for HR professionals. That's why attending the CUPA-HR Spring Conference, hosted by the Midwest and Western Regions, is a great opportunity for me to gain invaluable takeaways about new and current HR strategies. Attending this conference will give me tools to do my job more effectively and help me build stronger relationships with HR's campus partners.

The conference will take place April 30-May 2. In addition to content-rich keynotes, there are a variety of concurrent sessions that cover topics including:

- Diversity, equity and inclusion;
- Talent management;
- Risk management;
- Public policy;
- Title IX;
- And More

After the conference, I'll be sure to share with you the post-conference summary with my takeaways and lessons learned.

Thank you for considering this request,

[Insert Name Here]