**MAKING YOUR CASE TO ATTEND**

Making the case for time off and support for travel and expenses to attend a conference requires a solid understanding of the potential benefits to your organization, supervisor, and colleagues.

We have outlined the steps you can take in order to help make your case. (On page two you will also find a sample of how to organize your request to attend.)

**Action steps to help make your case.**

1. Review program sessions being offered and identify those that would be a beneficial for you and your organization.

2. Share preliminary program information with your colleagues and identify the sessions that they may benefit from.

3. Identify costs associated with attending the conference.

4. If needed, create a plan to share with other personnel of what to do while you’re away.

5. Develop a plan for when you return from the conference — describe how you’ll share what you learned at the conference.

6. Put your request in writing.

7. Share the benefits of the program, costs, and all written plans with your boss.

8. Ask your boss which programs and sessions would be beneficial to your organization.

**SAMPLE MEMO**

**To:**

**From:**

**Re:**  Attendance at UVU’s 2020 Forum on Engaged Reading, *For the Love of Reading*Conference

**Date:**

The 2020 *For the Love of Reading*conference takes place in Midway, Utah, October 22-23, 2020 (Thursday and Friday). UVU's Forum on Engaged Reading is about sharing the best in books, teaching, and innovations for changing lives. The conference will provide practical tips, research-based information and inspiration to help fuel children’s passion for reading.  The networking opportunities will also bring long-term professional benefits, including sharing ideas and best practices.

If I am supported to attend the *For the Love of Reading* conference, here are some ways in which I would ensure that the investment pays dividends for our organization, and how I would make the most of the opportunity for professional development.

I would attend the following programs.

[List programs related to your work and why they will help you do your job better.]

• Program 1

• Program 2

• Program 3

• Program 4

After I return, I would take the following steps to ensure that what I learn benefits our organization:

• Implement at least one new idea to encourage the love of reading

• Share notes on sessions

• Share my list of action items and general ideas

• Provide a written report

I would need two days away from work to attend. The costs are as follows:

Thank you for your consideration.

[Signature]