



HFES 63rd International Annual Meeting and ErgoX Justification Toolkit

We understand. Organizations are limiting travel and budgets. We are here to help you develop a strong justification for attending educational programming. Use the tools in this kit to explain how attending the [63rd Annual Meeting](#) and [ErgoX](#) will be a smart investment in you by your organization.

Focus on the Bottom Line

When resources are tight, focus on the bottom line: costs vs. benefits. This worksheet will help you determine the full cost of attendance and identify the benefits you and your organization will gain. Customize the justification letter on the last page to help you draft a formal (and persuasive) request for funding.

Creative solutions can help you get your request approved. Consider these options:

- Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you attend the Annual Meeting.
- Offer to prepare and deliver a short presentation and Q&A session for your colleagues to share what you learned. This way, your coworkers will also benefit from your attendance.
- Share speaker handouts with your colleagues. As an attendee, you will have unlimited access to presenter materials that are easily downloadable once you return home.

[Contact](#) the HFES staff if you need additional information or support when drafting your request. We look forward to seeing in Seattle!

Step 1: Determine the Costs

Before you can justify your expenses, you need to calculate what they will be. Use this worksheet to estimate the total cost of your attendance. If you're not a current member, [join HFES](#) and save!

Expenses			Cost
ErgoX Registration Prior to 8/23/2019 Member: \$400 Non-Member: \$400 Student Member: \$75	HFES Annual Meeting Prior to 8/23/19 Member: \$620 Non-Member: \$825 Transitional Associate Member: \$295 Student Member - \$170 Student Non-Member- \$205 Emeritus Member- \$170	HFES Annual Meeting After 8/23/19 Member: \$720 Non-Member: \$925 Transitional Associate Member: \$335 Student Member - \$205 Student Non-Member- \$245 Emeritus Member- \$170	\$
Flight Visit a travel website to estimate your flight cost. The Seattle Tacoma International Airport (SEA) is the airport serving the greater Seattle area. Several transportation options are available, depending on your preference. The airport is conveniently located 20 minutes away from the Sheraton Grand Seattle.			\$
Lodging <ul style="list-style-type: none"> Traditional Single Occupancy: \$225 + 37.20 (tax) per night Deluxe Single Occupancy: \$245 + 40.51 (tax) per night Club Single Occupancy: \$265 + 43.81 (tax) per night Additional Person Single Occupancy: \$25 Traditional Double Occupancy: \$225 + 37.20 (tax) per night Deluxe Double Occupancy: \$245 + 40.51 (tax) per night Club Double Occupancy: \$265+ 43.81 (tax) per night 			\$
Transportation from the Airport & Parking Information Several transportation options are available: app-based rideshare, metered and flat rate taxis, Link Light Rail (Westlake Station is closest to the Sheraton and only \$3.50), Airporter vans, limos, buses, car rentals and more. Click here for more information.			\$
Mileage Reimbursement			\$
Meals Estimate your meal expenses. Some technical groups host receptions and there are other general receptions at the meeting.			\$
Subtotal Per Person			\$
Total number of employees attending			
Total Cost			\$

Step 2: Outline the Benefits

When showcasing the benefits of the HFES Annual Meeting and ErgoX, focus specifically on what you will bring back to your organization as a return on their investment. Use the [schedule](#) on the HFES website landing page to answer these questions:

- Which sessions have particular relevance to the work you do?
- Which sessions can teach you a skill and/or help your team overcome current or future challenges?
- Are there any speakers your organization would benefit from hearing or working with?
- How can networking open doors for your organization? Could the people you meet help your department achieve its goals?
- What value could you get from discussions with other continuing healthcare education professionals?

When considering these questions, keep these tips in mind:

- List specific sessions you plan to attend and explain how they will impact you, your department, and your company.
- Clearly make the connection between your organization's needs and the benefits you are identifying.
- If the budget approver is outside of your department, don't assume they understand your department's goals or any technical terms. Spell out the impact for them.
- Passion is the best persuasion technique – let yours shine through in your letter.

Step 3: Draft Your Justification Letter for the International Annual Meeting

Below, you'll find a "justification letter" template — a letter to your supervisor explaining all of the benefits you'll get from attending the Annual Meeting, how it will make you a better employee, and help advance your organization.

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Dear < **approver's name** >,

I would like to attend the [63rd International Annual Meeting](#) hosted by the Human Factors and Ergonomics Society, taking place October 28 – November 1, 2019 in Seattle, Washington. This meeting offers 600+ cutting-edge technical presentations, including interactive workshops, expert keynote sessions, and diverse panel discussions.

This evidence-based, interactive event will enable me to attend a number of education sessions that are directly applicable to my work. I will gain insights into the latest HF/E research, with the majority of the content tailored to follow the interests of the society's 25 diverse technical groups.

Presentation topics range from < **list relative topic** > to < **list another relative topic** >, and I am confident that the education and skills that I gain will be directly applicable to my work. After carefully reviewing the [meeting program](#), I have identified a number of key sessions that I would like to attend:

- **Session 1 and how it will benefit you, your department, and your company**
- **Session 2 and how it will benefit you, your department, and your company**
- **Session 3 and how it will benefit you, your department, and your company**

Getting the information at an in-person event will greatly reduce the research time and costs that <**your organization's name**> would normally incur around these topics. I have only listed some of the sessions that I will attend. Including them all would make this request much too long.

In order to attend the meeting and gain these benefits, I am seeking sponsorship of < **total amount you need** > for the following expenses:

Registration (if before Aug 23, show the savings): <\$xxxx>

Round-trip Airfare: <\$xxxx>

Ground Transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx>

The opportunity for me to develop a network of colleagues and to gain knowledge in specific areas makes my participation at the Annual Meeting a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions, or would like more information on the Annual Meeting.

Total registration for the event: <\$xxxx>

Sincerely,

< **your name here** >

Step 4: Draft Your Justification Letter for ErgoX

Below, you'll find a "justification letter" template — a letter to your supervisor explaining all of the benefits you'll get from attending the ErgoX Symposium, how it will make you a better employee, and help advance your organization.

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Dear < **approver's name** >,

I would like to attend the [ErgoX Symposium](#) hosted by the Human Factors and Ergonomics Society, taking place October 28 – November 1, 2019 in Seattle, Washington. This symposium offers network opportunities with presenters, practitioners, and researchers as well as the latest insights on procedures, tools, and approaches for on-the-job safety and wellness from world-class ergonomics and safety experts.

This one day event will showcase and apply the latest ergonomics science to workplace health, safety, wellness, and injury-prevention issues. I will connect with industry experts and learn practical, usable and evidence-based solutions to the challenges faced by ergonomists, risk managers, and health and safety specialists.

Presentation topics range from < **list relative topic** > to < **list another relative topic** >, and I am confident that the education and skills that I gain will be directly applicable to my work. After carefully reviewing the [symposium program](#), I have identified a number of key sessions that I would like to attend:

- **Session 1 and how it will benefit you, your department, and your company**
- **Session 2 and how it will benefit you, your department, and your company**
- **Session 3 and how it will benefit you, your department, and your company**

Getting the information at an in-person event will greatly reduce the research time and costs that <**your organization's name**> would normally incur around these topics. I have only listed some of the sessions that I will attend. Including them all would make this request much too long.

In order to attend the symposium and gain these benefits, I am seeking sponsorship of < **total amount you need** > for the following expenses:

Registration (if before Aug 23, show the savings): <\$xxxx>
Round-trip Airfare: <\$xxxx>
Ground Transportation: <\$xxxx>
Hotel: <\$xxxx>
Meals: <\$xxxx>

The opportunity for me to develop a network of colleagues and to gain knowledge in specific areas makes my participation at the Symposium a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions, or would like more information on the Symposium.

Total registration for the event: <\$xxxx>

Sincerely,

< **your name here** >