**Attendance Benefits – Worksheet and Letter**

**Justification Letter Worksheet #1**

***How to use****:* Respond to the prompts on this page to compile key data points and information to include in an attendance justification letter to your supervisor (also included in this toolkit).

Codes & Standards

What topics related to code and standards compliance is our organization trying to better understand?

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Learning Opportunities

What three learning opportunities can I find or create (a session, a speaker, a person to meet, topic to learn more about, etc.)?

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Emerging Innovations, Technologies & Techniques

What three emerging innovations, technologies and techniques can I learn more about to help support the work my organization does?

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**Justification Letter Worksheet #2**

***How to use****:* Fill in the lists on this page to compile key partnership opportunities to include in an attendance justification letter to your supervisor (also included in this toolkit).

Current Suppliers/Clients

List your organization’s current suppliers that will be exhibiting at the 2024 Health Care Facilities Innovation Conference and your goals for interactions with them while attending the event.

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| --- | --- | --- | --- |
| Supplier/Client | Relationship-Building Goal | Current Product Education Goal | Problem-Solving Goal |
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Potential Suppliers/Clients

List the potential suppliers your organization is considering working with that will be exhibiting at the 2024 Conference and your goals for interactions with them while attending the event.

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| --- | --- | --- | --- |
| Supplier/Client | Relationship-Building Goal | Current Product Education Goal | Problem-Solving Goal |
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***How to use****:* Update all highlighted sections using the information you formulated in worksheets #1 and #2 to customize this letter for your boss. Make sure to delete anything that isn’t applicable to you (these instructions included) and remove the highlights before you send.    
  
*We have provided a long and short version for your choosing!*

**Justification Letter Template - LONG**

<*DATE*>

Dear <*SUPERVISOR’S NAME*>,

I am seeking your support for my attendance at the 2024 ASHE Health Care Facilities Innovation Conference. This conference builds on the six-decade history of the ASHE Annual Conference and signals ASHE’s continued commitment to equipping its members to meet the opportunities and challenges presented by the rapidly changing health care field. This event is devoted to professionals who design, build, maintain, and operate hospitals and other health care facilities. Attendees of the event include health care facility managers, engineers, architects, designers, constructors, infection control specialists, and more. While the conference’s attendance is diverse, everyone attending shares a dedication to optimizing health care facilities and creating and maintaining safe healing environments.

Attendees of the 2024 ASHE Health Care Facilities Innovation Conference will come together to network, find new solutions, and learn alongside one another. The conference creates the ideal environment to connect with fellow colleagues while preparing yourself for future trends and challenges in health care. Attendees gain valuable tools and resources to better navigate the ever-changing health care landscape. This year’s event is being held July 21-24 in Anaheim, Calif.

Attendance Costs

I estimate the total cost to attending the 2024 Health Care Facilities Innovation Conference to be *<$ TOTAL>*

* Estimated travel costs: *<$ ESTIMATED TRAVEL COSTS>*
* Estimated hotel/lodging costs: *<$ ESTIMATED LODGING COSTS>*
* Estimated meals/food costs: *<$ ESTIMATED LODGING COSTS>*
* Registration fee: $790 (member)/$915 (nonmember) for

Early bird registration before May 24, 2024 and $895/$1,020 after. 

* One-year membership: For an additional $200 I can add on a

one-year ASHE membership, which will benefit my career and organization year-round. PLUS it locks in member pricing immediately. [Learn more.](https://www.ashe.org/ashe-membership)

Attendance Benefits

**Gaining Insights on Code Compliance & Policy Changes Important to Our Organization**

In the highly regulated environment of health care design, construction, maintenance and optimization, face time with policymakers and regulatory experts is integral to effectively navigating our organization’s compliance activities. No other event connects its attendees with such a wide array of policy and code experts from organizations such as DNV Healthcare, The Joint Commission, ACHC, FGI, NFPA, ASHRAE, ASHE and more to share insights on specific questions as part of the Health Care Facilities Innovation Conference Compliance Lounge, where representatives from these groups are available to respond to specific questions. My participation at this event will give me an opportunity to discuss our organization’s questions related to <*INSERT APPLICABLE CODE, STANDARDS, COMPLIANCE TOPIC>* with a representative from<*INSERT APPLICABLE COMPLIANCE ORGANIZATION>*.

Extending Our Organization’s Learning & Development Dollars

By registering for the 2024 Health Care Facilities Innovation Conference, I will be able to attain more than 16 CECs by attending sessions in targeted learning tracks such Administration/Finance, Compliance, Sustainability/Energy Management, Assessing Risk, Maintenance & Operations and Health Care Project Management, which are directly applicable to the work that I do for our organization. Many of the sessions focus on <*SELECT APPLICABLE TOPICS: XX*>.

Specifically, I am looking forward to learning more about *<INSERT APPLICABLE LEARNING TOPIC>* which will help me be more effective at *<INSERT SPECIFIC PROJECTS, RESPONSIBILITIES>*.

I am also committed to bringing knowledge and innovation back to our team, with ASHE’s Health Care Facilities Innovation Conference providing me with the tools to document key takeaways, access to presentation materials, and the chance to connect with presentation speakers to discuss the unique needs of our organization.

Finding Out More about Emerging Innovations, Technologies & Techniques

Technology is always advancing to support the optimization of the health care physical environment. This is extremely important in health care when we must maintain operations. Attending the Health Care Facilities Innovation Conference will allow me to see and ask questions about emerging technologies and techniques that may prove to be extremely useful to us in the future.

Specifically, I am looking forward to learning more about *<INSERT EMERGING TECHNOLOGY/TECHNIQUE>*, which will help our organization become more effective at *<INSERT SPECIFIC POTENTIAL GAINS BY ADOPTION OF THIS TECHNOLOGY/TECHNIQUE>*.

Connecting with Current and Potential Suppliers

Since its inception in 1963, ASHE’s conference been and continues to be the biggest exhibition for products and services related to health care facility management and optimization, with representatives from over a hundred market suppliers focused on architecture, fire/life safety, infection prevention, HVAC systems, energy management and more, all in one place. The conference’s exhibition floor represents the most cost-effective opportunity for our organization to connect with current suppliers and gain insights on potential suppliers as we consider upcoming capital projects.

While attending the 2024 Health Care Facilities Innovation Conference, I will have an opportunity to meet with our current suppliers *<INSERT CURRENT SUPPLIERS AND REASONS TO MEET>* as well as connect with potential suppliers *<INSERT POTENTIAL SUPPLIERS AND REASONS TO MEET>*.

My suggestion is that we review the event’s exhibitor list and meet beforehand to discuss how we might engage some of these consultants or vendors that could offer solutions down the road.

Testimonials from past Attendees at ASHE Conferences

In addition to the information above that highlights the reasons why my attendance at this conference will benefit our organization, I wanted to share with you some testimonials from professionals in our field who attended past events describing the value they could apply to their organization’s work through their participation in the conference.

*<INSERT APPLICABLE TESTIMONIALS>*

Thank you for your consideration. I look forward to your reply.

Sincerely,

<*YOUR NAME*>

**Justification Letter Template - SHORTER**

<*DATE*>

Dear <*SUPERVISOR’S NAME*>,

I would like to request your approval to attend the upcoming 2024 ASHE Health Care Facilities Innovation Conference, taking place from July 21-24 in Anaheim, California. This conference builds on the six-decade history of the ASHE Annual Conference and signals ASHE’s continued commitment to equipping its members to meet the opportunities and challenges presented by the rapidly changing health care field.

Attendance Costs

I estimate the total cost of attending the 2024 Health Care Facilities Innovation Conference to be *<$ TOTAL>* , which includes registration fees, travel costs and an ASHE membership.

Attendance Benefits

**Regulatory Expertise**The conference features a Compliance Lounge with experts from leading organizations (such as DNV Healthcare, The Joint Commission, ACHC, FGI, NFPA, ASHRAE, ASHE), providing insights into code compliance which is crucial to our operations.  My participation at this event will allow me to discuss our organization’s questions related to <*INSERT APPLICABLE CODE, STANDARDS, COMPLIANCE TOPIC>* with a representative from<*INSERT APPLICABLE COMPLIANCE ORGANIZATION>*.

**Continuing Education**By participating, I can earn over 16 CECs through sessions directly relevant to my role, enhancing our team’s expertise and extending our learning investments. Specifically, I am looking forward to learning more about *<INSERT APPLICABLE LEARNING TOPIC>* which will help me be more effective at *<INSERT SPECIFIC PROJECTS, RESPONSIBILITIES>*.

**Innovation Showcase**It’s an opportunity to explore emerging technologies and techniques that can optimize our health care environment and improve operational efficiency. Specifically, I am looking forward to learning more about *<INSERT EMERGING TECHNOLOGY/TECHNIQUE>*, which will help our organization become more effective at *<INSERT SPECIFIC POTENTIAL GAINS BY ADOPTION OF THIS TECHNOLOGY/TECHNIQUE>*.

**Knowledge Sharing:** I am committed to sharing insights and learnings and innovations with our team, ensuring that the benefits of attendance extend beyond my individual experience.

Positive Impact on Our Organization

**Enhanced Compliance Knowledge**

My attendance will enable me to bring back critical updates on code compliance and policy changes, ensuring we’re always ahead of the curve.

**Future-Proofing**

Understanding emerging technologies and innovations will prepare us for future challenges, keeping our facilities at the forefront of health care excellence.  
  
**Network Expansion**I will have the opportunity to meet over 3,000 individuals who have walked the same path as I have. Expanding my network will allow me the ability to email or pick up the phone to discuss challenges and solution opportunities if something comes up that we cannot solve internally!

Your support for my attendance will not only contribute to my professional growth but also bring valuable knowledge and resources back to our team, fostering a culture of continuous improvement and innovation.  
  
Sincerely,

<*YOUR NAME*>