



## Symposium Attendance Justification Toolkit

Use the tools in this Justification Toolkit to explain to your supervisor how attending the *virtual* [2021 Human Factors and Ergonomics in Health Care Symposium](#) will be a smart and cost-efficient investment in you by your organization. We are here to help you develop a strong justification for accessing the educational programming from the comfort of your home/office.

### Focus on the Bottom Line

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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 symposium.
- 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 and session recordings with your colleagues. As an attendee, you will have unlimited access to presenter materials that are easily downloadable following the symposium.

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

## Step 1: Determine the Costs

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**With the Symposium moving to virtual, you eliminate the need for travel and a hotel, so the only cost you incur is the cost of registration.** Take advantage of the savings and focus on the benefits of expanding your knowledge within the HF/E industry. Use this worksheet to estimate the total cost of your attendance.

### Registration Rates for the Symposium

	Advantage Pricing (By February 12)	Regular Pricing (After February 12)
General Admission	\$500	\$625
HFES Members	\$400	\$525
HFES Student Members	\$95	\$135
Emeritus Members	\$150	\$150
Early Career Associate Members	\$245	\$295
Student Non-Members	\$130	\$170
Your Cost		

### Registration Fees for Virtual Workshops

	Advantage Pricing (By February 12)	Regular Pricing (After February 12)
General Admission	\$160	\$205
HFES Members	\$125	\$160
HFES Student Members	\$35	\$50
Emeritus Members	\$85	\$85
Early Career Associate Members	\$75	\$105
Student Non-Members	\$50	\$80
Your Cost		

## Step 2: Outline the Benefits

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

- Which tracks have particular relevance to the work you do?
- Which tracks 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 or institution.
- Clearly make the connection between your organization's needs and the benefits you are identifying.
- If the budget approver is outside of your department, do not 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

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Below, you will find a "justification letter" template — a letter to your supervisor explaining all of the benefits of attending the 2021 International Symposium on Human Factors and Ergonomics Health Care. Personalize this text to outline the value associated with your exposure to the latest science and best practices and innovations related to the safety of health care providers and patients.

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 Virtual [2021 International Symposium on Human Factors and Ergonomics Health Care](#) hosted by the Human Factors and Ergonomics Society, taking place April 12 – 16, 2021. This virtual symposium offers cutting-edge presentations, posters, and workshops on emerging issues in health care human factors and the challenges facing the industry in the near future.

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 on the latest science and best practices, understand innovations in the safety of health care providers and patients, sharpen the focus of my HF/E initiatives and improve my regulatory approaches. I will be able to attend collaborating workshops that will take a deep dive into important HF/E topics and engage in opportunities with authors during presentations in a live Q+A. I will expand my networking opportunities and discuss the key issues and challenges in the health care environment as it relates to HF/E with experts from HF/E, pharmaceutical and medical device companies, biomedical engineers, health care providers, FDA representatives, patient safety researchers, and more!

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 a virtual educational activity 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 < **total amount you need** > for the following expenses:

Registration (if before February 12, show the savings): <\$xxxx>

With no travel or lodging expenses, 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.

Sincerely,

**< your name here >**