



# General Tips on Why, How, What, Where, and Who in Attending the National Conference

Many travel and training budgets have been reduced, and some organizations are experiencing financial problems. Will this affect your attendance at the 2019 TimeClock Plus National Summit?

Regardless of the benefits and opportunities of a conference, you should be prepared to justify both the time and cost to better ensure a “yes” to your question of attendance. Here are a few points to consider:

- Focus on what you will specifically bring back to your organization as a return for the investment.
- Offer to prepare and deliver a short presentation to your team to share what you learned. Remember, your colleagues will also recap the benefits of your attendance.
- Share the session presentations and handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers before, during, and after the Summit.
- Come up with a plan that shows who will cover for you while you are attending the summit.
- Offer to share a room to reduce hotel expenses.

# Expenses Worksheet

Whenever people make decisions about allocations of resources in organizations, they begin by taking two components into consideration:

- Expense (the “investment”)
- Return on Investment (the “ROI”)

Here are some tools to help you calculate the return on the investment of your attendance. Use this worksheet to calculate a cost estimate.



Summit-Related Expense	Guideline	Cost
Full Conference Registration Package <ul style="list-style-type: none"> <li>• Reception Sunday Night</li> <li>• All Classes Monday &amp; Tuesday</li> <li>• Meals and Entertainment included</li> <li>• Hands-on Labs with the team</li> <li>• One-on-One Training</li> </ul>	Early Bird registration package is \$799 Advanced registration package is \$899 Late Registration package is \$999 EOY & On-Site registration package is \$1099	\$
Lodging	TimeClock Plus has contracted a special room rate of \$189 at the Westin Riverwalk Hotel You can even find a roommate and share that cost.	\$
Transportation	Car rental/airfare. Contact your local provider or visit their website for the best available rates. Remember to book flights as early as possible for the best available pricing.	\$
Mileage Reimbursement	Driving to the Summit? Use Google Maps to calculate distances, then multiply miles by your reimbursement rate per mile.	\$
Food Per Diem	Registration to the conference includes hors d'oeuvres Sunday night, full breakfast and lunch Monday and Tuesday, and dinner Monday night.	\$
Subtotal:		\$
Total:		\$



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# Sample Letter to Decision-Maker on Attending 2019 National Summit

< Date >

Dear < supervisor's name >,

I would like to attend the 2019 TimeClock Plus National Summit, March 31 – April 2, 2019 in San Antonio, TX. This summit is the foremost TimeClock Plus event for payroll, finance, and HR personnel, timekeepers, administrators, and IT/IS staff, along with other users. This year's conference will be held at the Westin Riverwalk Hotel.

The summit is designed to give attendees the training and tools they need to improve their knowledge of the critical features of managing employee time and attendance. Each session is facilitated by expert TimeClock Plus trainers who have worked with other organizations with similar challenges and are able to provide workforce management strategies and tactics that can be implemented at our company.

In addition to the sessions, attending will allow me to network with a variety of professionals and other administrators from across the country to discuss best practices.

A detailed cost breakdown is included below:

Cost breakdown

Registration Fee: <\$xxx>

Transportation: <\$xxx>

Hotel: <\$xxx>

Meals: <\$xxx>

Total: <\$xxx>

Registration includes:

- Access to more than 168 sessions
- Pre-conference advanced workshops
- One-on-one training sessions and Hands on Labs
- Access to conference presentations and handouts
- Exhibit access to solutions providers
- Full breakfast and lunch Monday and Tuesday, Reception Sunday, and dinner/entertainment Monday evening.

The opportunity for me to develop professionally and gain knowledge in specific areas of <provide examples> makes my attendance at the 2019 National Summit essential for my position. Thank you for considering this wonderful opportunity for myself and for < name of organization >.

Sincerely,

< Your name here >