



**Four simple steps to help you get the support you need from your service/agency to attend JFPS 2017.**

## JFPS 2017 Attendance Justification Toolkit

You know the value of attending JFPS 2017, but how will you get the approval for time off and funding for the trip from your service/agency?

By communicating the VALUE of attending JFPS 2017 to your supervisors!

To do this, you'll need to demonstrate how your attendance benefits your team, your managers, and your company or organization as a whole.

This JFPS 2017 *Attendance Justification Toolkit* takes you through the four key steps needed:

1. Outline the benefits
2. Survey education offerings
3. Create a cost/benefit analysis
4. Compose a justification memo

You'll find everything here you need to complete each step—plus a *Top 10 Reasons to Attend* list you can use whenever you're making your case.

We're looking forward to expanding opportunities with you at JFPS 2017, September 10-13, 2017!





## Top 10 Reasons to Attend JFPS 2017

Use these points to make your case to your service/agency in writing, in person and whenever you outline the benefits.

1. At JFPS 2017, I can choose from among more than 20 education sessions in the topics critical to my daily work, our patients and our profession, such as patient safety, pain management, case law, deployment issues and more.
2. I can earn up to 18.0 hours of continuing pharmacy education (CPE) at one event, which is more efficient than registering and taking courses one at a time during work.
3. I will bring knowledge back to the service/agency through making a presentation and/or sharing materials I gather with my colleagues.
4. Our profession is changing fast—JFPS 2017 is the best place to find out what's coming down the pike and how we can best strategize for it.
5. I can easily customize the education and events program to meet our specific needs efficiently and effectively.
6. I serve our service/agency with expertise in a particular subject area or skill, and JFPS 2017 is the best way to quickly advance that knowledge base.
7. APhA is a strong organization that is focused on the development of leaders, and attending JFPS 2017 would allow me to learn while discovering new opportunities to bring leadership skills back to our service/agency.
8. I can help advance our profession by attending JFPS 2017, which in turn, will enhance our service/agency at the same time.





## Benefits of Attendance

| Your pharmacy/organization's needs:  | How JFPS2017 will meet these needs:  |
|--|--|
| <p>Teambuilding (if attending with other staff members):<br/>How will attendance enhance your collaboration?</p>   |  |
| <p>Networking with peers:<br/>What is the value of making contacts to share knowledge and experience?</p>  |  |
| <p>Visit the exhibit hall to learn about new technologies, products, and services:<br/>Which companies provide the most value for your time in the hall?</p> | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> |
| <p>Education:<br/>Which courses would allow you to gain CPE and bring valuable knowledge back to work to benefit patients?</p>                               | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> |
| <p>Advancing our organization and profession:<br/>What can I do to promote our service/agency or specialty, or to develop professional leadership?</p>       |  |





## Education Offerings

List Your top four Pharmacy Education sessions you want to attend:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_





## Cost Analysis

|  |   |  |
|--|---|--|
| Registration fee (include any additional fees associated with courses or events you wish to attend). | The registration fee includes:<br>1.<br>2.<br>3.  |  |
| Roundtrip airfare  | Are mileage points available to offset airfare?   |  |
| Transportation fees  | Taxi/car rental/airport shuttle   |  |
| Meals  | Some food may be available at functions included in your registration fee. Check your schedule. |  |
| Hotel rate per night plus taxes  | # of nights * room rate   |  |
| Parking reimbursement  | At airport or hotel   |  |
| Misc. reimbursable expenses: i.e., tips, Internet fees   | Check your expense reimbursement policies   |  |
| Subtotal   |   |  |
| Total number of employees attending  |   |  |
| Total  |   |  |





Dear

I'd like to request approval to attend the Joint Federal Pharmacy Seminar, (JFPS) September 10-13, 2017.

Participating in JFPS 2017 will allow me to expand my knowledge and give me the tools and resources I need to enhance my performance at \_\_\_\_\_. Plus, I'll get a firsthand look at the latest products and services benefiting our patients and profession. I'll also learn about important trends and changes on the horizon and how best we can prepare for them.

I've reviewed the education offerings in detail and attached a listing of sessions I feel would provide the most value. I plan to share the knowledge I gain from these sessions with my colleagues upon my return.

The support of my attendance would include registration fees, travel expenses and room and board while at JFPS 2017. I've attached a Cost Analysis sheet that features a calculated breakdown of anticipated expenses.

As of now, the cost for my registration is \$ (member pricing vs non-member pricing).

Considering the unparalleled opportunities to connect with my peers, take valuable education and training programs, and increase my expertise at JFPS 2017, education and training, I strongly believe this is a solid investment for [SERVICE/AGENCY] and our patients.

Thank you for considering support of my attendance.

Sincerely,

