



# Joint Federal Pharmacy Seminar 2019 Justification Toolkit

## **Get the support you need to attend JFPS 2019, October 27-30, in Dallas**

You already know the value of attending the Joint Federal Pharmacy Seminar (JFPS) – but how do you convince your service/agency for funding and time off to attend?

Communicate the value of attending JFPS 2019 to your supervisors. This toolkit will guide you through the necessary steps to demonstrate how your attendance will benefit your team, managers, and your service/agency as a whole. You'll find everything you need to help you make your case.

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

*We look forward to seeing you in Dallas, October 27-30, 2019!*



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## # 1: Benefits of Attendance

Use these points to make your case to your service/agency:

Service/Agency Needs:	How JFPS 2019 Meets These Needs:
Increase knowledge and earn CPE credit.	<p>Choose from over 20 education sessions and 50+ poster presentations, addressing topics critical to your daily work. Gain valuable knowledge to take back to your service/agency.</p> <p><b>ACTION:</b> Browse the education program, identify the top 5 sessions you plan to attend, and explain how they will benefit your work.</p>
Learn about new technologies, products, and services in federal pharmacy.	<p>The exhibit hall is a one-of-a-kind marketplace where you can visit more than 70 companies showcasing the latest products, services, and trends. Meet face-to-face with key suppliers and service providers.</p> <p>Presentation theaters offer deeper information through presentations and demonstrations by several exhibiting companies.</p> <p><b>ACTION:</b> Review the list of exhibiting companies, identify the top 5 you plan to visit, and explain how their product/service can benefit your service/agency.</p>
Networking	<p>JFPS 2019 offers multiple networking opportunities where you can meet and learn from both peers and senior officers and build your list of contacts. Be sure to attend:</p> <ul style="list-style-type: none"> <li>• Beverage Breaks</li> <li>• Signature Event</li> <li>• Closing Reception and Awards/Service Program</li> </ul> <p>The JFPS 2019 App offers a directory of other attendees to facilitate making connections. Service message boards are also available.</p> <p><b>ACTION:</b> Download the App as soon as it's available. Complete your attendee profile and build your JFPS 2019 itinerary. Be sure to bring business cards to share with your new contacts.</p>
Teambuilding	<p>JFPS 2019 offers breakout sessions for each service/agency that allow you to meet with your service/agency colleagues and discuss issues that are specific to your day-to-day work.</p> <p><b>ACTION:</b> Engage, ask questions, and offer suggestions and solutions to your fellow service/agency members. Learn best practices from each other.</p>
Leadership Development	<p>A track of education sessions will be offered that focuses on leadership essentials including leadership style, team building strategies, and communication skills.</p>
Stay connected	<p>Complimentary WiFi will be available in meeting and exhibit spaces, and in guestrooms at the Hilton Anatole Hotel.</p> <p>A service message board will be available to connect with others.</p>



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## #2: Education and Training

Visit the JFPS 2019 web site at <https://jfpsmeeting.pharmacist.com/> to view the education and training offerings. Select the top 5 sessions you plan to attend and explain how they will benefit your work.

## #3: Costs of Attendance

Estimate the expense to attend JFPS 2019.

EXPENSE	DESCRIPTION	MY COST
Registration	<p>The JFPS 2019 registration fee is <b>\$225</b> for APhA members and <b>\$275</b> for nonmembers.</p> <p><b>Registration includes</b> education sessions, daily beverage breaks, exhibit hall, and presentations theaters, plus</p> <ul style="list-style-type: none"> <li>Exhibit Hall Opening Reception</li> <li>Signature Event</li> <li>Closing Reception and Awards/Service Program</li> </ul> <p>(Complimentary food and refreshments; cash bar.)</p> <p>Pre-meeting courses are available for \$99: <i>APhA Immunization CTP or APhA Diabetes CTP</i></p>	<p>\$ _____</p> <p>\$ _____</p>
Hotel	<p>The Hilton Anatole Hotel is conveniently located near two airports and only 5 minutes from downtown Dallas.</p> <p>Room rates include a mini-refrigerator, coffee station, and free WiFi.</p> <p>The current rates per night plus taxes:</p> <p><b>Military/Federal*</b></p> <p>\$157 Single/Double \$177 Triple \$197 Quad</p> <p>*The military/federal rates quoted are the GSA Per Diem Rates for the fiscal year 2019 that began October 1, 2018. The Fiscal Year 2020 rates will be announced in September; these rates will be effective October 1, 2019 and will be the actual rates attendees will pay.</p> <p>Room rates are subject to the state and local taxes (currently 15%). <b>To receive hotel tax exemption, attendees must present the Texas State tax exemption form with a photo ID and use a GSA Smartpay card.</b></p>	<p># Nights _____</p> <p>X</p> <p>Room Rate</p> <p>\$ _____</p> <p>=</p> <p>Sub-total</p> <p>\$ _____</p> <p>+</p> <p>15% tax (if applicable)</p> <p>\$ _____</p> <p>=</p> <p>\$ _____</p>



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Travel	The Dallas-Fort Worth (DFW) airport is a major hub offering hundreds of flights and affordable fares on most airlines. Dallas Love Field (DAL) offers a convenient alternative. The best discounts are available when booking at least 60 days prior to travel.	\$ _____
Ground Transportation	DFW is 14 miles/20 minutes from the conference hotel. Taxi is \$42 one way. DAL is 6 miles/10 minutes from the conference hotel. Taxi is \$18 one way.	\$ _____ X 2 = \$ _____
Parking	Check with your home airport about parking costs.  If you drive to the Hilton Anatole Hotel, self-parking is available for \$22 per day.	# Days _____ X \$ _____ = \$ _____
Meals	Limited food and beverage are included with registration.	# Days _____ X Per Diem \$ _____ = \$ _____
Miscellaneous reimbursable expenses, e.g., tips	Check your service/agency's expense reimbursement policies.	\$ _____
Sub-total	Add the costs listed in the above rows for an estimated cost per person.	\$ _____
Total	Calculate the total cost for your service/agency.	# Personnel attending _____ X Sub-total = \$ _____



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## #4: Justification Memo

Dear \_\_\_\_\_

I am requesting approval to attend the **Joint Federal Pharmacy Seminar (JFPS)**, October 27-30, 2019 in Dallas, TX.

JFPS 2019 offers a unique opportunity to network with fellow [SERVICE/AGENCY] colleagues and make new contacts across federal pharmacy.

Participation in JFPS 2019 will allow me to expand my knowledge and give me the tools and resources I need to enhance my performance at [SERVICE/AGENCY]. I will also learn about important trends and changes on the horizon and how we can best prepare for them.

I have attached a list of education sessions I believe would provide the most value. I will also benefit from the exhibit hall that offers a look at the latest products and services.

The support of my attendance at JFPS 2019 will include registration fees, travel expenses, and room and board. I have attached a cost analysis that features a calculated breakdown of anticipated expenses.

Considering the unparalleled opportunities to connect with my peers, attend valuable education and training programs, and increase my expertise, I strongly believe that JFPS 2019 is a solid investment for [SERVICE/AGENCY] and our patients.

Thank you for your consideration.

Sincerely,