**Cost/benefit worksheet**

COSTS

* The registration fee includes evening receptions on Sunday and Monday, and continental breakfasts, refreshment breaks, and luncheons on Monday and Tuesday. Therefore, out-of-pocket costs for meals will be minimal. The registration fee is $
* HCCA has offered discounted hotel rooms at the Gaylord Opryland for $249 per night plus tax. The cost for my hotel will be $ plus tax.

**Total estimated cost for registration/travel/housing, including parking at the airport and taxis to/from the conference venue:** $­­ .

BENEFITS

1. List the sessions you plan to attend and the key points they will cover (get this information from the conference brochure). Be sure to tie these back to issues your organization faces with its compliance program.
2. List the key vendor issues you have—i.e., need a new vendor, or interested in replacing a current one—and the vendors you plan on meeting with during the conference.

**Sample letter to submit to your supervisor**

**To:** Supervisor/Manager or Board, etc.

I would like to attend the Health Care Compliance Association’s annual Compliance Institute, scheduled for March 31 – April 1, 2020 at Gaylord Opryland in Nashville, TN. This event, as you may know, is the largest conference of the year for the healthcare compliance community, with more than 140+ different conference sessions.

There are several sessions in the agenda that I feel are highly relevant to our compliance challenges and could provide us with the opportunity to improve the effectiveness of our compliance program:

* Session example 1
* Session example 2
* Session example 3
* And so on

In addition, more than 100 exhibitors are expected to attend. As you know, we are currently reviewing the use of an outside vendor for , and this will provide the opportunity to efficiently meet with several providers who may be a fit for us.

The total estimated cost for my attendance is $ . I hope you will approve this investment in our compliance program.

*Sincerely,*

Your Name