**Cost/benefit worksheet:**

Costs

* The registration fee includes Sunday and Monday evening receptions; Monday and Tuesday continental breakfasts, refreshment breaks and lunches – therefore out of pocket costs for meals will be minimal to attend. The registration fee is $ USD
* HCCA has offered discounted hotel rooms at $189 + tax rate (currently 12.5%) at the conference hotel. Rates are available for Saturday through Wednesday. 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 is** $­­ USD

Benefits

1. List the sessions you plan on attending and the key points that they will cover (you can 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 Research Compliance Conference, scheduled for May 31 – June 3, 2020 in Lake Buena Vista, FL. This event, as you may know, is designed to address the legal and regulatory compliance issues that are a great challenge to the research community.

The conference runs concurrently with the Higher Education Compliance Conference. I will be able to attend sessions from both meetings.

In reviewing the agendas for the two conferences there are several sessions that I feel are highly relevant to our compliance and ethics challenges and could provide us with the opportunity to improve the effectiveness of our compliance and ethics program:

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

In addition, a good number of exhibitors are scheduled to attend. As you know we are currently reviewing the use of an outside vendor for LIST ISSUE, 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