



Attendance Justification Toolkit

NAAHP 6th Annual Conference

November 2 - 3 & 4, 2017 • New York, NY



NATIONAL ALLIANCE FOR THE
ADVANCEMENT *of*
HAITIAN PROFESSIONALS



About the NAAHP 6th Annual Conference

The NAAHP Annual Conference is the largest event of the year organized by the National Alliance for the Advancement of Haitian Professionals. It is a pivotal moment where Haitian professionals and students along with friends of Haiti gather to hear empowering talks on best practices and emerging trends in leadership, professional development, and entrepreneurship within the workforce.

Things to consider that will help justify your travel and meeting expense:

- ✓ **Check out the registration page** and make sure you know the date of the next price increase and what the different package choices are. Be ready to present the exact amount.
- ✓ **Focus on specific benefits** that you will bring back to your office as a return on investment.
- ✓ **Share your experience.** Propose to deliver a short presentation to your colleagues to share what you learned, offer possible applications and recommendations relevant to your office.
- ✓ **Share relevant meeting materials with colleagues** that will benefit from the handouts and other learning materials from the meeting.
- ✓ **Prepare a plan** that will show your supervisor who will cover for you and how your workload will be handled while you are attending the meeting.

Reasons why your employer should send you to the 2017 NAAHP Annual Conference

The conference brings together nearly 500 participants from across the world, from multiple disciplines. You wouldn't want to miss this gathering and the opportunity to learn from your peers and network with industry leaders.

A wide range of sessions will reach professionals of every level with timely topics impacting Haiti and the greater Diaspora, as well as provide opportunities to connect with subject matter experts for the exchange of ideas.



Sample Justification Letter

Here is a sample justification letter you can use as a template to help explain the benefits you will get (and be able to share) by attending the conference:

[Date]

Dear [Supervisor's Name],

I would like your approval to attend the NAAHP 6th Annual Conference, November 2 - 3 and 4, 2017 in New York, NY. The conference offers three days of empowering speakers, best practices and emerging trends in leadership, professional development, entrepreneurship and within the workforce.

At the conference, I'll have the opportunity to connect with like-minded professionals from across the country and discuss emerging topics regarding issues related to opportunities for the Diaspora. Between the content presented in the sessions and networking with fellow attendees, I plan to learn new techniques, increase my knowledge regarding leadership best practices, and gather ideas to inspire the optimization of our own programs.

Here are some of the things I'll learn about at the conference:

- How we can support and cultivate diversity in our organization
- Leveraging professional development programs to engage high performers
- Methods to develop leadership and entrepreneurship skills

I'm confident my attendance during this conference will directly influence the quality of my work on [Project Name].

Upon my return from the conference, I will share takeaways, including those that we can implement immediately and maximize our programs. You can also learn more about the conference at **naahpconference.org**.

I've broken down the approximate cost of my attendance:

Airfare/Travel: [\$If Applicable]

Hotel: [\$If Applicable]

Conference Pass: [\$Amount]

Food Per Diem: [\$Amount]

Total: [\$Amount]

Thank you for your consideration of this request.

Regards,

[Your Name]

Prepare Your “Elevator Pitch”

Whether it comes up before or after you’ve submitted your formal request to attend, you can be certain that an opportunity – a 60 second opportunity – will arise for you to confidently and succinctly convey the importance of attending the 2017 NAAHP Annual Conference.

Every company and boss are different so make sure you know which things are going to be most persuasive with your boss, in your environment, and have those bullets committed to memory, if not well rehearsed.



“Elevator Pitch” Talking Points:

- ✓ **Professional development**
- ✓ 3 days, concentrated to **sharpen entrepreneurial skills and develop leadership expertise**
- ✓ **Networking opportunities** to form meaningful connections for professional support
- ✓ **Sharing gained knowledge** with others in the workplace upon return



Questions? Contact:

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