



Attendance Justification Toolkit

7th Annual NAAHP Conference

October 25 - 27, 2018 • Miami, FL



NATIONAL ALLIANCE FOR THE
ADVANCEMENT *of*
HAITIAN PROFESSIONALS



About the 7th Annual NAAHP Conference

The NAAHP Annual Conference is the largest event of the year organized by the National Alliance for the Advancement of Haitian Professionals. Our goal for this year's conference is to examine the potential opportunities facing the Diaspora as technology, innovation, diversity and ingenuity becomes increasingly central to economy, development, and policymaking. This year's conference will provide a lively space to consider the ways in which innovative and transformative ideas can be successfully leveraged to positively shape the future of the Diaspora and their professional narrative.

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 2018 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 7th Annual NAAHP Conference, taking place from October 25 - 27 at Florida International University (FIU), Miami, FL. The conference offers three-days of empowering speakers, best practices and emerging trends in leadership, professional development, entrepreneurship innovation, technology and diversity 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 advancement of the Diaspora
- Examine the potential opportunities facing the Diaspora as technology, innovation, diversity and ingenuity becomes increasingly central to economy, development, and policymaking
- Learn how to engage the millennial Diaspora in shaping the future workforce in the US, Haiti and abroad
- Learn new techniques, increase my knowledge regarding leadership best practices, and
- gather ideas to inspire the optimization of our own programs

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 to 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 2018 NAAHP Conference.

Every employer is different, so make sure to align your ask to the strategic goals, mission and vision of your company. Once identified, have your bullets committed to memory and confidently present your request to your supervisor.



“Elevator Pitch” Talking Points:

- Professional development**
- 3 days, concentrated to **best practices in leadership, technology, entrepreneurship, innovation, economic policy and the role of the diversity and inclusion in shaping the future workforce in the US, Haiti and abroad.**
- 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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