



**TLOMA** 2017  
**CONFERENCE**  
& **TRADE SHOW**  
OCT 25TH – 28TH, 2017  
DEERHURST RESORT

# Attendance Justification Toolkit

## This toolkit includes:

- ✦ General Tips on how to justify conference attendance
- ✦ Reasons Why Your Firm Should Send You to the 2017 TLOMA Conference
- ✦ Sample Expense Worksheet
- ✦ Sample Cost Benefit Worksheet
- ✦ Sample Justification Letter



## General Tips on how to justify conference attendance

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

- Check out the registration page and determine the various rates listed and see if you qualify for any discounted rates. Be ready to present the exact amount.
- Focus on specific benefits/value that you will bring back to your office as a return of investment.
- Share your experience post-conference. Propose to deliver a short presentation to your colleagues to share what you learned and 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 TLOMA Conference

1. **Peer-Driven Programming:**  
The Conference Committee is comprised of law firm management members who have developed the educational program based on topics and trends identified by their peers.
2. **Quality Educational Sessions:**  
With educational speakers covering all areas of administration in a law firm – there is something for everyone at the 2017 TLOMA Conference. Gain valuable information from top leaders on the hottest topics and return to your firm with new and improved knowledge and ideas.
3. **Value:**  
With the tremendous support of our sponsors, we are able to offer competitive registration fees. The cost for TLOMA members to attend this 4 day conference is \$795 + HST – up to May 26<sup>th</sup> 2017, and \$950 + HST thereafter. This includes all educational sessions, entrance to the Trade Show, meals and networking events. Travel and hotel expenses are additional but are at specially reduced group rates. Book early and save!
4. **Return on Investment:**  
Tap into the knowledge of fellow attendees and chat with our Business Partners. Many members have found the Conference to be a valuable source of information which can be used to save their firm money and more than justify the cost of attending.
5. **High-Energy Keynotes:**  
We start the Conference with our Opening Keynote Speaker, Dennis Moseley-Williams, who will talk to us about the *Serious Shift: The Great Leap Forward* and finish the Conference on a happy note by listening to our Closing Keynote Speaker, Craig Kielburger who will share his stories on *ME to WE: How One Person Can Make a World of Difference*.



**6. Experienced Speakers:**

For 2017, the Conference agenda features inspiring speakers and topics. The program will include various other sessions that are timely and educational and applicable to your daily job, such as: The Mindful Advantage, HR Hiring Best Practices: Diversity and inclusion to optimize your firm’s success, The Future of Legal IT, Marketing Survival Guide: Real time strategies for brave legal marketers, The Agile Workforce: Alternatives to the full-time employee, The latest update on e-billing, CyberSecurity in the legal space and various others.

**7. Diverse Formats:**

Conference sessions will be presented in a number of different formats to meet a wide variety of learning styles. From discussions to panels, there is something for everyone.

**8. Multiple Networking Opportunities:**

Many attendees rate networking as the most important benefit of TLOMA conferences. We offer a number of settings in which to connect and network, and we allow enough time between sessions for you to share and discuss your newfound knowledge. Many of the connections with colleagues and business partners go beyond the Conference and become a source of support for our members.

**9. Business Partner Trade Show:**

Explore the Trade Show that will feature 50 plus key business partners from the legal market. Find market-ready solutions and services for your firm or department and discover the latest technologies that can result in greater efficiencies.

## Understand Your Conference Expenses

- Complete an Expense Worksheet to develop a cost estimate for attending the 2017 TLOMA Conference. See sample worksheet.

Expense	Notes	Cost
Registration Fee (take advantage of Early Bird Registration Fee until May 26, 2017 and save \$155)	Registration Fee includes: 1. all meals 2. all keynotes and workshops 3. Trade Show 4. all networking events 5. all materials	\$
Speakers’ Publications	Books	\$
Accommodation	Number of nights; room rate; taxes; internet included	\$
Transportation Fees (Take the Conference bus for only \$70 return plus HST)	Conference bus or mileage if driving. Airfare (if applicable) Taxis/Car rental	\$
Food Per Diem	All meals included	\$
Miscellaneous reimbursable expenses (e.g., tips, etc.)		\$
	Sub Total	\$
<b>Total number of employees attending #</b>	<b>TOTAL</b>	<b>\$</b>





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## Justification Letter

Sample Justification Letter template, explaining the benefits you will get from attending the 2017 TLOMA Conference, how the meeting will make you a better employee and help advance your team/organization:

Dear (Supervisor's Name):

I would like to request approval to attend the 2017 TLOMA Annual Conference from October 25 – 28, 2017 at Deerhurst Resort in Huntsville, ON.

The meeting will enable me to attend a number of educational sessions that are directly applicable to my work and will allow me to network with a variety of law office administrators, colleagues and business partners. My participation will allow me the opportunity to expand my knowledge and give me tools and resources to enhance my performance at [ ].

After reviewing the program brochure in detail, I have identified a listing of sessions that I feel are most relevant and would provide the most value to my professional growth at the firm.

I am seeking support of my attendance to this meeting, which would include the registration fees, travel expenses and accommodation expenses while at the meeting. A detailed cost breakdown is attached. I anticipate the total expense to be approximately \$ [ ].

The opportunity for me to enhance competencies and to establish connections with other law office administrators makes my attendance at the 2017 Annual TLOMA Conference a very valuable investment, and a benefit on both personal and professional levels.

Thank you for considering support of my attendance at this conference.

Sincerely,