**Attendance** **ROI Toolkit**

The **AHRMM24 Conference** is geared to help health care supply chain professionals network, share information, create connections and build partnerships. Attendees can learn new and emerging strategies, find solutions to long-standing challenges and become informed about best practices.

AHRMM24 will prepare you for what comes next and help you position yourself and your department as strategic leaders at your organization. Connect with other supply chain professionals and get the information and tools you need to elevate your organization with transformational excellence.

To make the most of your experience, and to provide tangible takeaways about the value of your attendance, use the following attendance return on investment (ROI) toolkit. It will help you set goals and clearly define objectives so you can justify your investment with all the ways you and your organization will benefit.

The **AHE 2024 Exchange Education & Solution Summit** is geared to help growing professionals’ network, share information, create connections and learn more about health care environmental services. Professionals can learn new and emerging strategies, find solutions to long-standing challenges and become informed about best practices.

Exchange24 will prepare you for what comes next and help you position yourself and your department as strategic leaders at your organization. Connect with EVS professionals from every stage in their careers and get the information and tools you need to elevate your environmental services department.

To make the most of your experience, and to help provide tangible value of your attendance, use the following attendance return on investment (ROI) toolkit. It will help you set goals and clearly define objectives so you can easily justify the investment with all the ways you and your organization will benefit.

**Justification Letter Worksheet #1**

***How to use****:* Respond to the prompts on this page to compile key data points and information to include in an attendance justification letter to your supervisor.

Health Care Specific Procedures

What topics related to health care specific procedures is our organization trying to better understand and improve?

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Learning Opportunities

What three learning opportunities can I find or create (a session, a speaker, a person to meet, topic to learn more about, etc.)?

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Emerging Innovations, Technologies & Techniques

What three emerging innovations, technologies and techniques can I learn about and operationalize to help support the work my organization does?

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**Justification Letter Worksheet #2**

***How to use****:* Complete the lists on this page to compile key partnership opportunities to include in an attendance justification letter to your supervisor.

Current Suppliers or Clients

List your organization’s current suppliers that will be exhibiting at the AHRMM24 Conference and your goals for interactions with them while attending the event.

[See Current 2024 Exhibitors](https://smithbucklin.expocad.com/Events/24ahrmm/index.html).

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| --- | --- | --- | --- |
| Supplier/Client | Partnership Goal | Product or Education | Solution |
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Potential Suppliers or Clients

List the potential suppliers your organization is considering working with that will be exhibiting at AHRMM24 and your goals for interactions with them while attending the event.

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| --- | --- | --- | --- |
| Supplier/Client | Partnership Goal | Product or Education | Solution |
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**Justification Letter Template**

***How to use****:* Update all highlighted sections using the information you formulated in worksheets #1 and #2 to customize this letter for your supervisor. Make sure to delete anything that is not applicable to you and remove the highlights before you send.

<Date>

Dear <Supervisor’s Name>,

I am seeking your support for my attendance at the **AHRMM24 Conference**. This event is the health care supply chain profession’s most respected educational program, bringing together leaders to discuss urgent and emerging trends in the field, including transparency, quality assurance, regulatory compliance, data analytics, streamlining processes and distribution. The AHRMM24 Conference brings together an extensive group of like-minded health care decision-makers to connect with suppliers, clinical leaders, policy professionals and other aligned stakeholders to drive transformational excellence. This year’s program is taking place **September 22 – 25 in Columbus, Ohio**.

**Attendance Benefits**

Extending Our Organization’s Learning & Development Dollars

By attending AHRMM24, I will be able to earn at least 11.5 CECs (Continuing Education Credits) across targeted learning tracks such as clinically integrated supply chain, leadership development & community engagement, technology & analytics, and data standards adoption.

Specifically, I am looking forward to learning more about *<*Insert Learning Objective or Session*>* which will help me be more effective at *<*Insert Specific Project or Responsibility*>*.

I am committed to bringing knowledge back to our team. The AHRMM24 Conference will provide tools to document key takeaways, access to presentation materials, and the chance to connect with presentation speakers to discuss the unique needs of our organization.

Finding Out More about Emerging Innovations, Technologies & Techniques

Technology is always advancing in the health care supply chain field and new solutions are always in development. Attending AHRMM24 will give me the opportunity to see and ask questions about emerging technologies and techniques that our organization might consider adopting in the future.

Specifically, I am looking forward to learning more about *<*Insert Emerging Technology/Technique*>*, which will help our organization become more effective at *<*Insert Potential Gains*>*.

Partnerships with Current & Potential Suppliers

The AHRMM24 Exhibit Hall has representatives from a multitude of market suppliers focused on quality assurance, medical labeling, inventory management, sourcing and distribution. The exhibition floor represents the most cost-effective opportunity for our organization to connect with cutting edge companies and suppliers and gain insights on potential vendors as we consider upcoming challenges and opportunities.

While attending AHRMM24, I will have an opportunity to meet with our current suppliers *<*Insert Current Suppliers*>* as well as connect with potential partners *<*Insert Potential Partners and Reasons to Meet>.

My suggestion is that we review the event’s exhibitor list and meet beforehand to discuss how we might engage some of these consultants or vendors that could offer solutions down the road.

Attendance Costs

I estimate the total cost of attending the AHRMM24 Conference to be *<*Estimated Total*>*

* Estimated travel costs: *<*Estimated Travel Cost*>*
* Estimated hotel/lodging costs: AHRMM24 Discounted Hotel Block:   
   $229 per night
* Estimated meals/food costs: *<*Estimated Meals Cost*>*
* Registration fee: <[See Registration Rates](https://cvent.me/GxagXd)>

Thank you for your consideration. I look forward to your reply.

Sincerely,

<Enter Name>