

Justification Toolkit

ICISF World Congress 17: The Power of Purpose, is the largest and most visible training event that ICISF produces in a two-year period. This event is the premier forum for multi-disciplinary exchange of ideas and information among those who provide crisis intervention services. The ICISF World Congress 17 will provide leadership, education, and training, as well as presentations appropriate for those just beginning their exploration of the field of crisis intervention, and those already serving on CISM, peer support or crisis intervention teams. We invite you to share in our efforts to demonstrate the impact that enhanced quality can have on our agencies, organizations, businesses, communities, and our world.

And, it will prepare you for the long road ahead. *In less than one week.*

Below is some helpful information to show the value of attending the ICISF World Congress 17

This Justification Toolkit includes:

- General Tips
- Calculate ROI for Attendance
- Justification letter for your supervisor

General Tips

Many travel budgets and training budgets have been slashed, and some employers are experiencing severe financial problems. Which means that regardless of the merits of attending ICISF World Congress 17, you'll probably need to justify the expense. So here are some things you might want to consider:

- Focus on what you will specifically bring back to your organization as return for the investment.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. That way others in your organization will get the benefits of your attendance, too.
- Be ready with a plan that shows who will cover for you while you are attending World Congress.

Justification Toolkit: Calculate ROI for Attendance

How to Justify World Congress Attendance:

Your supervisor needs to understand two components to make decisions:

- Expense (the "investment")
- Return on Investment

World Congress 17 expenses are affected by a number of factors. Before you can even begin to justify this, you need to calculate what those expenses are. To do so, use the following to develop a cost estimate for attending World Congress.

Expenses Worksheet

World Congress Registration :	\$	
Flight:	\$	
Lodging :	\$	
Transportation: Airport to Hotel if flying:	\$	
Transportation: Hotel to Airport if flying:	\$	
Mileage Reimbursement - Driving to World Congress:	\$	
Parking Reimbursement:	\$	
Food Per Diem:	\$	
Total =		\$

Understanding the Benefits

Many benefits from World Congress 17 attendance are hard to quantify. Many believe that the top benefit is the networking value. Where else can you find so many contacts facing the same issues as your organization? Are there solutions you're not aware of? Although networking is undoubtedly one of the most important aspects of a World Congress 17 attendance, it is also the toughest for which to quantify any value.

When you propose World Congress 17 attendance for approval, don't focus on how much you want to go; focus on what you will specifically bring back to the organization as payback for the investment.

Some specific details you'll need to identify include:

- Session content. What sessions have particular relevance to your organization's work?
- Best practices. Will there be training sessions in areas that will immediately benefit your group?
- Training. Will there be workshops designed to teach attendees a special skill and/or help your team overcome current or future challenges?
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Quantifying the Benefits

Although you might understand the benefits of World Congress that interest you, your supervisor may not. Therefore, to be most effective in justifying World Congress, you need to clearly articulate the connection between your organization's knowledge requirements and the World Congress 17 program. DO NOT assume that your manager will be able to automatically make those distinctions.

To support this process, use the following Benefits Worksheet to help you focus on the benefits.

Benefits Worksheet

Networking Benefits:

World Congress will allow you to network with other professionals in the industry. We will be able to take the pulse of what is happening, and hear ideas we weren't even aware of.

Teambuilding (if sending a big part of your group):

This World Congress 17 will help build our team, providing a forum for team members to discuss tools and processes and how we might apply them in our organization to improve our workflow and processes.

Current Tools:

Future Tools Exploration:

Current Processes:

Future Processes Exploration:

Justification Toolkit: Letter to Supervisor

< Date >

Dear <supervisor's name>,

I would like to attend the ICISF World Congress 17: The Power of Purpose on April 30 - May 5, 2023, the premier forum for multi-disciplinary exchange of ideas and information among those who provide crisis intervention services. World Congress attendance will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from around the world. Many of the presentations are tailored to the <your profession> professional and give information on how to <list benefits to your responsibilities>. I am seeking sponsorship for the registration fee, travel to the World Congress, and lodging expenses during the World Congress. A detailed cost breakdown is included below.

After reviewing the World Congress brochure, I have identified a number of education sessions which will allow me to gain knowledge and understanding about how we can improve our processes. The presentations are facilitated by both industry experts and nonprofit colleagues who have faced similar challenges. I chose each of these presentations because it is directly related to an issue we are dealing with currently. Getting the information in a seminar format will greatly reduce the research time and costs that <your organization's name> would normally incur in researching the topics.

< You will need to insert the session descriptions which most apply to your responsibilities.>

< The numbers in brackets below will need to be adjusted to reflect the current pricing.

Here is the breakdown of World Congress costs:

The World Congress registration fee is <\$xxxx>
Roundtrip Airfare: <\$xxxx>
Transportation: <\$xxxx>
Hotel: <\$xxxx>
Meals: <\$xxxx>

The total costs associated with attending this World Congress are: <\$xxxx>.

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your profession> makes my attendance at the ICISF World Congress 17 a wise investment, which will yield rich dividends for < name of your organization >.

Sincerely,
< your name here >