**DETERMINE YOUR EXPENSES**

Conference expenses are influenced by a number of factors. Before you can begin justifying conference expenses, you need to calculate what they will be exactly. Use the following Expenses Worksheet and the [Registration Fees page](https://equityconference.aha.org/pricing) to develop a cost estimate for attending the 2024 Accelerating Health Equity Conference.

**EXPENSE WORKSHEET**

|  |  |  |
| --- | --- | --- |
| **Expenses**  | **Notes** | **Early Bird Prices** |
| Conference registration | * Register by March 31 to secure early-bird savings.
* AHA member attendees receive a discount.
* Includes two breakfasts, one lunch, and networking reception.
 | $525 |
| Travel | * Airline discounts will be available in the fall.
* Car rental company discounts will be available in the fall.
* Two taxi rides to/from the airport, with an approximate one-way cost of $55.
 |  |
| Hotel  |  | $179 per night plus taxes & fees |
| Workshop | * Early-bird registrants receive a $50 discount.
 | $150 |
| Optional community immersion experience | * Early-bird registrants receive a $50 discount.
 | $150 |
| Food & beverage  | * One breakfast, two lunches and two dinners on your own.
 |  |
|  |  |  |
|  |  |  |
| **Total**  | $ |

**UNDERSTANDING THE BENEFITS**

It's important to show your supervisor why your attendance will benefit not just you, but your entire team. Emphasize that you will learn new skills, techniques and innovative approaches. Identify specific sessions you plan to attend that have particular relevance to your organization’s work. Highlight speakers, exhibitors and other potential partners in attendance who can help advance your organization’s objectives. Demonstrate how your attendance can bring value back to your team and boost efforts to accomplish your organization’s goals. Clearly articulate the connection between your organization’s goals and needs and the conference program. To support this process and help you focus on the benefits, use the following Benefits Worksheet.

**BENEFITS WORKSHEET**

|  |  |
| --- | --- |
| **Your Organization’s Benefits**  | **Specific needs and the conference sessions and training that meet the need.** |
| **Networking** (e.g., community immersion experiences, discussion groups, etc.) | 1. This conference will allow me to network with other health care [choose best fit: health equity, population health, DEI, strategic planning, etc.] peers. I will learn about the latest tools, resources and methods, and hear about new ideas and best practices.
 |
| Team building (if sending a big part of your team) | 1. This conference will improve our team’s collaborative skills. Team members will discover and discuss new tools, best practices and processes and how we can apply them in our organization.
 |
| Tools (e.g., data uses, technological assets) | 1. I will learn about the innovative ways other health care organizations use data to reach their communities and improve health equity, returning to work with new tools and approaches for us to try out.

2.3. |
| Strategies (e.g., best practices, collaboration and accommodation techniques) | 1. The opportunity to brainstorm with other health equity leaders about how to offer culturally appropriate care to diverse groups in our community will help our whole team refine our work in this field.

2.3. |

*[Excerpted from Mike Doyle, manager, author, teacher, conference organizer and founder of the Documentation & Training Conference.]*

**2023 CONFERENCE ATTENDEE BREAKDOWN**

Highlight the list of reputable organizations that support our conference. Please visit our [2023](https://equityconference.aha.org/2023/post-event-playbook) and [2022](https://equityconference.aha.org/2022) archive pages to see a complete list of supporters and attendee breakdown.