**Expenses and Benefits Worksheets**

***How to use this document:*** Conference expenses are influenced by a number of factors. Before you can begin justifying conference expenses, you need to calculate exactly what they will be, while also considering how to frame the benefits for your supervisor:

1. Use the **expenses worksheet** and the [Registration Fees page](https://equityconference.aha.org/pricing) to develop a cost estimate for attending the 2025 Accelerating Health Equity Conference.
2. Use the **benefits worksheet** to clearly articulate the connection between the conference program and your organization’s goals and needs.

**Expenses 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 lunches and a networking reception. | AHA Member: $750  Non-Member: $850 |
| **Travel** | * Airline discounts can be found [here](https://equityconference.aha.org/hotel-travel). * Car rental company discounts can be found [here](https://equityconference.aha.org/hotel-travel). * Two trips to/from the airport, with an approximate taxi/rideshare one-way cost of $30. |  |
| **Hotel** | The deadline to book at the special rate is April 28, 2025. | $239 per night plus taxes & fees |
| **Optional pre-conference workshop** | Register by March 31 to secure early-bird savings. | $140 (2-hour workshop)/$220 (4-hour workshop) |
| **Optional community immersion experience** | Register by March 31 to secure early-bird savings. | $140 |
| **Food & beverage** | One lunch and three dinners on your own. |  |
|  |  |  |
|  |  |  |
| **Total** | | $ |

**Benefits Worksheet**

It's important to show your supervisor why your attendance will benefit not just you, but your entire team and organization. Consider the following factors:

1. Emphasize that you will learn new skills, techniques and innovative approaches.
2. Identify specific sessions you plan to attend that have particular relevance to your organization’s work.
3. Highlight reputable speakers, exhibitors and other potential partners in attendance who can help advance your organization’s objectives. Link to our [2024](https://equityconference.aha.org/2024/post-event-playbook), [2023](https://equityconference.aha.org/2023/post-event-playbook) and [2022](https://equityconference.aha.org/2022) archive pages to show a complete list of supporters and attendee breakdown.
4. Demonstrate how your attendance can bring value back to your team and boost efforts to accomplish your organization’s goals.
5. Clearly articulate the connection between your organization’s goals and needs and the conference program.

**Then use the following worksheet to help you focus your thoughts:**

|  |  |
| --- | --- |
| **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 [*choose best fit:* health care, health equity, population health, DEI, strategic planning, climate and community health-focused, disability-focused 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 we can try.   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 benefit 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.]*