

Securing Your Spot: How to Get Approval for the ACCED-I Annual Conference

Why You Should Attend

Get ready to transform your biggest challenges into your greatest achievements at the Annual Conference! This is your chance to learn from industry experts and connect with fellow practitioners who share your passion. To stay ahead of the competition, it's essential to continuously refine your skills, discover innovative ways to reduce costs, streamline processes, and drive innovation. The conference is your ultimate destination to explore the latest trends, cutting-edge innovations, and best practices in the industry, and seamlessly integrate them into your daily operations. Don't miss this incredible opportunity to elevate your game!

Follow these step-by-step instructions to get approval from your manager to attend:

Step 1: Plan Your Sessions Dive into the ACCED-I 46th Annual Conference & Expo webpage and pick the sessions that will bring the most value to you, your institution, your operations, and your team.

Step 2: Maximize Your Savings Check out the "How to Save" section below to make sure you are getting all the discounts available.

Step 3: Get Approval Fill out the attached *Request Letter* and *Cost/Benefit Worksheet*, then submit them to your manager. These documents will help you highlight the value of attending the Annual Conference & Expo, making it clear why your organization should invest in your participation.

Step 4: Share Your Experience After the conference, follow up with your supervisor. Refer to your original proposal and the goals you set and provide examples of how you can apply what you have learned. Most importantly, highlight how attending the ACCED-I Annual Conference was a valuable investment for your institution.

So, strategize, prepare your proposal, and secure your approval to attend. Bring back the benefits of knowledge to your institution. We can't wait to see you at the 46th Annual Conference & Expo in Louisville!

How to Save

Check out these money-saving opportunities:

- Your ACCED-I 46th Annual Conference & Expo registration fee includes admittance to all sessions and events, Sunday brunch, Monday lunch, Tuesday lunch, and Tuesday dinner.
- Take advantage of the early bird registration deadline - it will save you up to \$200 on registration fees.
- Book your room in the ACCED-I hotel block and take advantage of the ACCED-I room rates.
- Are you an ACCED-I member? If not – join now and save \$250 on registration.

Thank you to PCMA for your tips for gaining buy-in.



To: Supervisor/Manager, etc.

The ACCED-I 46th Annual Conference & Expo will take place March 8-11, 2026 in Louisville, KY. Collegiate conference and events professionals from across the country are expected to attend and take advantage of ideas and best practice sharing in the numerous educational and networking opportunities offered.

I plan to attend the following sessions to strengthen my professional development – the full program can be accessed on the website (list sessions you plan to attend as well as learning objectives, and indicate how they will benefit you/your organization):

Session 1: _____

Session 2: _____

Session 3: _____

Session 4: _____

Session 5: _____

Session 6: _____

Session 7: _____

Session 8: _____

Session 9: _____

Session 10: _____

In addition to the educational sessions, I plan to attend the following networking events:

I also plan to attend the Expo. These are the companies that are exhibiting that could benefit our conference/event operation.

I'm excited to bring back and share my key takeaways with our team to boost efficiency, productivity, and positively impact our department's bottom line. Please review the attached Cost/Benefit Worksheet to see the tangible value my attendance will bring to our organization.

Sincerely,

COST/BENEFIT WORKSHEET:

Costs

- The registration fee to attend the ACCED-I Annual Conference is _____ by the early bird deadline.
- The registration fee includes admittance to all sessions and events, Sunday brunch, Monday lunch, Tuesday lunch, and Tuesday dinner.
- I have found airfare to Louisville for \$ _____. Don't forget to check [United Airlines](#) and use the **ACCED-I discount code ZRJ7423399** for travel to the conference.
- ACCED-I has reserved a block of rooms for conference participants at the [Omni Louisville Hotel](#).
- The total for my hotel reservation including current tax is \$ _____/night for a total of ___ nights or \$ _____.

Total estimated cost for attendance = \$ _____

Benefits

List key takeaways anticipated from any/all sessions you plan to attend, based on the session descriptions and learning objectives. Once you have listed takeaways that you can implement in your job, with your team and for your institution, estimate the dollar value that implementation will gain and/or save for your organization.

Example:

Session: **How to Manage Guest Expectations: Campus Venue/Services vs. Five Star Hotels**

Key Takeaways:

1. Be honest: you will be shown how to focus on the best qualities, while not hiding the potential negatives
2. Keep your guests informed: I will share with you how I manage communicating to your guests about potential construction on campus or in residence halls.
3. Before the arrival date: we will give you a sample of our pre-arrival guide to share with your guests, so there are no surprises about amenities and services.

Example:

Estimated Value: I will be able to....

List colleague and supplier contacts with whom you plan to meet face-to-face, network, discuss best practices or potential business, and estimate the dollar value that these interactions will gain and/or save for your organization.

Planning to meet with at least three different software vendors as our current scheduling software does not meet our operation's needs.

Estimated Value: I expect the face-to-face networking/relationship building will allow me to

Total estimate benefit of attending the ACCED-I 46th Annual Conference & Expo = \$ _____