



American Association of Health and Human Services Attorneys (AAHSA)

Association of Administrators of the Interstate Compact on the Placement of Children (AAICPC)

American Association of SNAP Directors (AASD)

IT Solutions Management for Human Services (ISM)

National Association of Public Child Welfare Administrators (NAPCWA)

National Association for Program Information and Performance Measurement (NAPIPM)

National Association of State Child Care Administrators (NASCCA)

National Association of State TANF Administrators (NASTA)

National Staff Development and Training Association (NSDTA)

Dear \_\_\_\_\_

I would like to attend the IT Solutions Management Conference on October 23-26, 2022 at the Gaylord National Resort & Convention Center in National Harbor, MD.

I have reviewed the agenda and feel the return on investment would be a major benefit as the event aligns to the priorities of our department and agency. It is a very worthwhile investment given the level of education and networking provided.

Over the course of the meeting and conference, I'll have access to:

- Education Topics in the health and human services field as it relates to my role in the agency,
- Presentations covering the latest trends and top-of-mind questions from health and human services experts and federal government leaders; and,
- Multiple opportunities to network with peers where I can exchange ideas with other leaders who have the same role or challenges.

I am seeking approval for the registration fee and travel expenditures. The full conference registration is \$700 for APHSA members / \$775 for non-members per person. Early registration ends on September 23, 2022. The conference hotel block closes on September 30, 2022. The room rate is \$257 plus taxes, per night for the Government Rate for Sunday, Monday, Tuesday, and Wednesday. The non-government rate is \$252 plus taxes, per night.

Below is a complete breakdown of the estimate conference costs:

Area	Fee
Conference Registration	\$
Airfare	\$
Transportation	\$
Hotel	\$
Meals	\$
Estimated Total	\$

*\*Conference registration includes breakfast, each day, one luncheon, and at minimum one networking reception.*

APHSA has put the health, safety, and well-being at the forefront of their planning by requiring all attendees to provide proof of vaccination or a negative COVID test 48-72 hours prior to arrival to the host hotel by uploading to a secure portal for verification. We will follow local guidance on the wearing of masks and encourage those who wish to wear a mask for their own safety and precaution to do so.

I will see what others are implementing in health & human services training that is new, innovative, cost-effective, and engaging. I will participate in interactive sessions where I will learn exciting new ways to facilitate and train employees at our job sites. I will also hear from national leaders regarding what they are doing to take human services workforce development to the next level so we can do the same. I will hear the trends and directions that are emerging nationally to ensure we have organizational alignment across our agency.

The ISM Conference provides an unparalleled opportunity for me to upskill. The registration also grants me access to ongoing webinars, informative articles in APHSA's Policy & Practice Magazine and a wide range of workforce development resources!

I will return engaged, energized, and enthusiastic to implement all the exciting learning that I have taken in over these four content-packed days!

I would love to discuss the particulars of the event, the potential return on investment and answer any questions that you have. Thank you in advance for considering my request.

Sincerely,

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