As you ask about attending **ISFAA’s Annual Conference** to your manager, an effective way to gain approval is to focus on what, specifically, you will bring back to your school or organization as payback for its investment.

Some specific details you may consider include:

* **Session content:** What sessions have particular relevance to your work?
* **Best practices**: Will there be sessions in areas that will immediately benefit your organization?
* **Training**: Will there be workshops designed to teach you a special skill and/or help your team overcome current or future challenges?

Use this worksheet to help you focus on the benefits of attending the ISFAA Annual Conference. We have included some examples to help get you started.

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| **Benefit to Your Institution** | **How ISFAA’s Conference Provides the Benefit** |
| Current Regulations and Legislation | 1. The ISFAA Annual Conference will present sessions on current regulations, current issues before Congress, and how legislative action could impact your office/students.  2. ISFAA presenters will cover topics on current regulations, what to expect in the future, and share advocacy efforts by the organization. |
| Networking Benefits | 1. The ISFAA Conference will enable me cultivate new networking relationships and allow for time to connect with networks I have previously formed. These networks are useful in sharing of best practices, efforts to remain in compliance with federal and state regulations and provide a connection to allow for continued learning opportunities.  2. Vendors and Servicers are on hand which allow for the exploration of new products and services which may increase the efficiency of our office and/or provide better support to our students. |
| Best Practices for Immediate or Long-Term Implementation | 1.  2. |
| Improving and Enhancing Current Processes | 1.  2. |
| Exploring the Implementation of New Processes | 1.  2. |