

Get approval and get to Orlando!

Do you want to be a part of NFMT Remix, and need to demonstrate the value of attending to your boss? We can help! This “Convince your Boss” toolkit spells out the ROI of investing in the quality education and training waiting for you in Orlando.

The toolkit includes templates for an Approval Letter, Benefits Summary and Cost Calculator, making it easy to get started in three simple steps:

1. Put it in writing! Send an email to your boss
2. Emphasize the benefits of attending
3. Break down attendance costs and expenses

Get started with a personalized email to your manager using the **Approval Letter** template on [page 2](#). Be sure to demonstrate how your organization will benefit by your attendance and offer to provide a post-event rundown of key learnings and strategies gained at NFMT Remix. Give your boss plenty of lead time to ensure approval and funding.

Next, use the **Benefits Summary** on [page 3](#) to create a compelling case for attending NFMT Remix. Here are some things to consider:

- Set personal attendance goals that also benefit your organization. Highlight the sessions you will participate in, colleagues you expect to meet, and the solution providers you will visit in the exhibit hall.
- Emphasize with management:
 - o Valuable education and training
 - o Direct access to industry experts
 - o New technologies and solutions to challenges in your facilities
 - o Peer networking and professional development

Finally, conduct a cost calculation using the **Cost Calculator** on [page 5](#). Calculating anticipated expenses is key to justifying event attendance and demonstrating the full value proposition. Register, book travel, and reserve your lodging early to receive the lowest rates.

We hope to see you in Orlando at this year’s Remix!

The NFMT Remix Team

Approval Letter

Dear _____,

I am reaching out to formally request approval to attend NFMT Remix, taking place October 25-26, 2023, at the Orange County Convention Center in Orlando, FL. I have reviewed the conference sessions and list of exhibiting companies and feel attending would be a major benefit as the event aligns directly to priorities in our department: _____.

Unlike other FM conferences which charge up to \$1,795 to attend, registration for NFMT Remix is only \$49 (Pro level) or \$249 (Elite level). In two days, I will experience:

- 40+ Facilities Management Conference Sessions
- 8 Hours of Continuing Educational Units
- 7 Conference Tracks to Help Plan a Personalized Agenda
- New FM Technologies and Solutions from More Than 100 Of the Nation's Top-Tier Companies
- Numerous One-On-One Networking Events with Industry Professionals

The presentations that I plan to attend and find to be the most relevant include:

- _____
- _____
- _____
- _____

I have reviewed the exhibit list and identified several solution providers that I would like to visit and evaluate. Some key exhibitors include:_____.

I am seeking approval for travel expenses to attend NFMT Remix. Registration includes networking activities, conference sessions and entry into the expo hall. I will also receive access to the conference proceedings after the event takes place. Here is my proposed expense list:

Registration: \$_____

Airfare: \$_____

Hotel: \$_____

Transportation: \$_____

Meals: \$_____

Total: \$_____

My attendance will benefit the entire team as I plan on sharing a post-event report to relay learnings, recommendations, and suggested action items. I am requesting the opportunity to review materials with you and discuss how we can leverage them for further training of our team.

Thank you for your consideration and I look forward to hearing back from you.

Sincerely,

Benefits Summary

3 personal goals for attending the event that will benefit my position and my company:

- 1. _____
- 2. _____
- 3. _____

I plan to attend the sessions listed below and achieve the specified goals. I will also earn CEUs (Continuing Education Units) for attending these sessions.

Session Title:	Key Takeaways Desired:

Between conference sessions, the education continues throughout the exhibit hall floor. Exhibitors are there to learn about your challenges and provide solutions. Product Zone Sessions will also be taking place in the expo hall, focused on innovative technology and trends to help FMs solve their current and future issues. I plan to visit the exhibitors listed below and/or attend their product zone session.

Exhibitor:	Key Takeaways Desired:

Cost Calculator

<p>Registration Fee Meal vouchers may be included in our registration depending on your registration level.</p>	
<p>Flight</p>	
<p>Hotel Accommodations NFMT Remix has secured a block of hotel rooms at a reduced rate for the event. Rooms at the group rate are limited and available on a first come, first-serve basis.</p>	
<p>Ground Transportation/Parking</p>	
<p>Meals Be sure to account for meal vouchers that may be included in your registration.</p>	
<p>Miscellaneous</p>	
<p>Total:</p>	