

BUILDING OPERATING MANAGEMENT'S NFMT[®]2023

National Facilities Management & Technology March 21 - 23, 2023 • Baltimore

Justify Your Attendance

Are you interested in attending NFMT 2023 and need to convince your boss? The education you will receive is extremely valuable, though you may need to validate to management your reasons for attending. We can help you justify the expenses associated with attending NFMT 2023. We have created a justification toolkit to assist in the approval process and explain the ROI of attending. The Justification Toolkit includes a Justification Letter, Cost and Budget Analysis, and Post-Event Report. We have also included four simple steps below to guide you in the process.

1. Emphasize the Benefits of Attending

Utilize the Benefit Analysis to set personal goals for attending the event that will benefit your organization. When speaking with management, stress the sessions you will attend, the types of people you will meet, and the companies you will visit in the exhibit hall.

Emphasize with management:

- Detail the valuable education you will receive at the conference sessions
- Inform them on the direct access to industry experts
- Identify which companies you will visit in the exhibit hall and product zone sessions you will attend
- Educate them on the importance of connecting with peers that share the same goals
- Inform them on the Continuing Education Units you can earn

2. Determine How You Intend to Spend Your Time

Use the event explorer while registering to pre-register for sessions. Build out your agenda to include conference sessions, roundtables, networking functions, product zone sessions, and time in the exhibit hall. Research the education sessions and the exhibitors to successfully choose the ones that apply to your position and company's needs.

3. Break Down the Cost

Calculating anticipated expenses is key to justifying event attendance. Use the Cost Analysis to break down the costs associated with the attending. Register, book travel, and reserve your lodging early to receive the lowest rates.

4. Post-Event Reporting

Create a post-event report using our template below. This report will identify the key take-aways and benefits of attending NFMT 2023 from the conference sessions, networking opportunities, expo hall and everything in between. Offer to deliver a presentation to your colleagues upon your return to share the key-takeaways from the event.

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Date

Dear <Manager>:

I am reaching out to formally request approval to attend NFMT 2023, taking place March 21 – 23, 2023, at the Baltimore Convention Center in Baltimore, MD. 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: (insert priorities here).

Unlike other FM conferences which charge up to \$1,795 to attend. Registration for NFMT 2023 is only \$49 (pro level attendee) or \$249 (elite level attendee). In two days, I will experience:

- 70+ Facilities Management Conference Sessions
- 11 Hours of Continuing Educational Units
- 6 Conference Tracks to help plan a Personalized Agenda
- New FM Technologies and Solutions from 250 of the nation's top-tier companies
- Numerous one-on-one Networking Events with Industry Professionals

Topic Highlights Include:

- From Design to Construction: Successful Transitions to Sustainable Operations
- Don't Let ADA Fall Through the Cracks
- Active Shooter in Your Workplace: Response, Liability and Long-term Consequences
- Three-Pronged Approach to Manage the Building Envelope of Your Facilities
- Facility Management in the Age of Artificial Intelligence and Automation
- Space Utilization and Facility Condition Assessments
- Preventative vs Deferred Maintenance
- Security and Safety Challenges in Today's Facilities in 21st Century
- Past, Present and Future of Fire Sprinkler System Monitoring
- Funding Your Energy Project with Extended Tax Incentives

The presentations that I plan to attend and find to be the most relevant include: (list top and most relevant sessions).

I have reviewed the exhibit list and identified several solution providers that I would like to visit and evaluate. Some key exhibitors include: (Company A, Company B, Company C etc.).

I am seeking approval for travel expenses to attend NFMT 2023. 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: (xxx)

Airfare: \$(xxx)

Hotel: \$(xxx)

Transportation: \$(xxx)

Meals: \$(xxx)

Total: \$(xxx)

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,

First Name Last Name

Title, Department

Organization

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 Analysis

Registration Fee:
Meal vouchers may be included in your registration depending on your registration level.

Flight:

Hotel Accommodations:
NFMT 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.

Transportation:

Meals:
Again, be sure to account for meal vouchers that may be included in your registration.

Miscellaneous:

Total:

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Post-Event Report

Event Summary

The National Facilities Management and Technology Conference & Exposition (NFMT) was launched in 2001 by the publishers of Building Operating Management and Facility Maintenance Decisions magazines. Our goal was to bring education, networking, and product discovery to facilities professionals nationwide. Years later, NFMT continues the tradition in 2022 by offering broad-based education for facilities professionals from every type of organization: government, education, commercial office healthcare, retail, hospitality, and industrial.

Event Website

<https://www.nfmt.com/baltimore>

Goals Met

Identify key take-aways that align with your organization's goals to show the value of the event investment.

1. _____
2. _____
3. _____

Cost Summary

Registration Fee	\$ _____
Airfare Fee	\$ _____
Hotel Fee	\$ _____
Transportation	\$ _____
Meals	\$ _____
Miscellaneous	\$ _____
<u>Total</u>	\$ _____

Education ROI

Identify key takeaways from the roundtables and conference sessions you attended.

Networking ROI

Identify individuals and/or companies you met with and a few discussion points to follow up on.

Exhibitor ROI

Identify exhibitors/solutions that you researched onsite for post-event follow-up that align with your company's needs.

Summary

Include additional details on the ROI for you and your company.