



Additional Tips to Justify Your Attendance

- ✓ Use the [2017 EASFAA Annual Conference](#) as a Professional Development Opportunity
- ✓ When discussing the [2017 EASFAA Annual Conference](#) with your manager, tie your career goals and future development to specific sessions and training opportunities or knowledge you need.

- ✓ Offer to Train Others in What You Learned
- ✓ You can pitch your trip to the [EASFAA Annual Conference](#) as a way to bring knowledge and information back to the rest of your organization. You can train your colleagues on best practices, tips, trends and processes you learned at the conference.

- ✓ Create a Trip Report
- ✓ You can use your trip report (see available template) to teach others about the sessions you attended. Providing a quick two- to three-page summary will trigger colleagues to ask you questions to learn more. You can also offer to meet with your manager when you return for a recap of the [2017 EASFAA Annual Conference](#).

- ✓ Meet with [EASFAA](#) Colleagues
- ✓ When you attend the [2017 EASFAA Annual Conference](#), you have the opportunity to speak with [EASFAA](#) staff responsible for serving your school and also with staff who are in charge of developing [EASFAA](#) programs and services. By asking questions and providing feedback, you can ensure that your school's voice is heard, and you can also take back answers to your school's program-specific questions.