**GENERAL JUSTIFICATION TIPS**

Many training and conference budgets have been slashed, and some of our members are experiencing severe financial restraints.  Which means that regardless of the merits of a conference, you’ll probably need to justify the expense. So, here are some things you might want to consider:

* Focus on what you will specifically bring back to the organization as return for the investment.
* Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. That way others in your unit will get the benefits of your attendance, too.
* Share your notes and speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers.