

TLOMA 2018
CONFERENCE
& **TRADE SHOW**

SEP 26TH – 29TH, 2018

WHITE OAKS RESORT
NIAGARA-ON-THE-LAKE



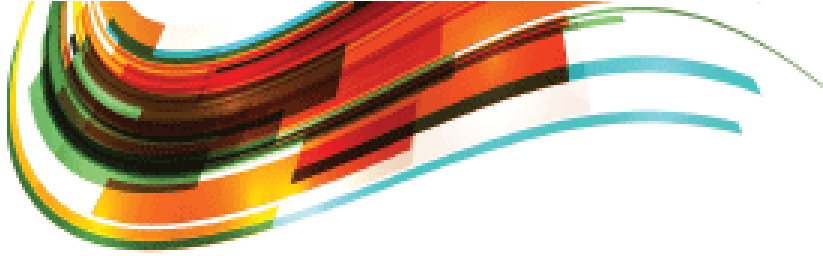
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Attendance Justification Toolkit

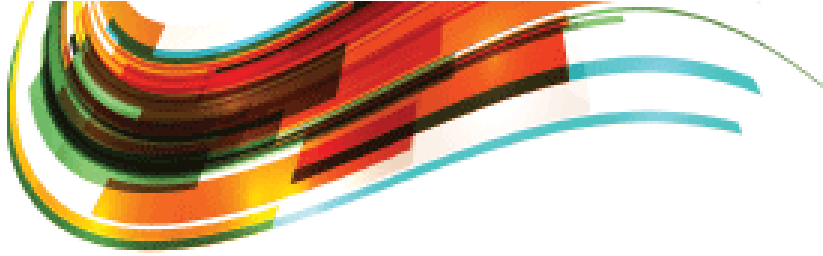
This toolkit includes:

- ✚ General Tips on how to support your request to attend the Conference
- ✚ Reasons Why Your Firm Should Send You to the TLOMA 2018 Conference & Trade Show
- ✚ Sample Expense Worksheet
- ✚ Sample Cost Benefit Worksheet
- ✚ Sample Justification Letter



General Tips on how to support your request to attend the Conference	
Things to consider that will help support your travel and meeting expense:	Check out the registration page and determine the various rates listed and see if you qualify for any discounted rates. Be ready to present the exact amount.
	Focus on specific benefits/value that you will bring back to your office as a return on investment.
	Share your experience post-Conference. Propose to deliver a short presentation to your colleagues to share what you learned and offer possible applications and recommendations relevant to your office.
	Share relevant meeting materials with colleagues that will benefit from the handouts and other learning materials from the Conference.
	Prepare a plan that will show your supervisor/manager who will cover for you and how your workload will be handled while you are attending the Conference.

Reasons why your employer should send you to the 2018 Conference	
Peer-Driven Programming:	The Conference Committee is comprised of law firm management members who have developed the educational program based on topics and trends identified by their peers.
Value:	With the tremendous support of our sponsors, we are able to offer competitive registration fees. The cost for TLOMA members to attend this 3-day Conference is \$799.00 + HST – <u>up to Thursday, May 31, 2018</u> and \$975.00 + HST thereafter. This includes all educational sessions, entrance to the Trade Show, meals and networking events. Travel and hotel expenses are additional but are at a specially reduced group rate at White Oaks Resort & Spa. Book early and save!
Return on Investment:	Tap into the knowledge of fellow attendees and connect with our Business Partners. Many members have found the Conference to be a valuable source of information which can be used to <u>save their firm money and more than justify the cost of attending.</u>
High-Energy Keynotes and Speakers:	<p>With educational speakers covering all areas of administration in a law firm – there is something for everyone at the Conference. Gain valuable information from top leaders on the hottest topics and return to your firm with new and improved knowledge and ideas.</p> <p>For 2018, the Conference Agenda features inspiring speakers and topics. The program will include various other sessions that are timely and educational and applicable to your daily job, such as:</p> <ul style="list-style-type: none"> - Mark of a Leader - Opening Keynote Doug Keeley - Counselling is the new HR - Dr. Allister Webster - The Future Is Now: Building Tomorrow’s Law Firm Today - Jordan Furlong - Collaborative Solutions for Today’s Issues - Steve Mabey - Containing Harassment Risks: What Your Organization Needs to Know - Laura Williams - The Coping Crisis: Coping Skills For a Healthy and Fulfilling Life - Dr. Bill Howatt - Law Firm Accelerators 2018 - Eric Seeger - Unconscious Bias - Lisa Mattam

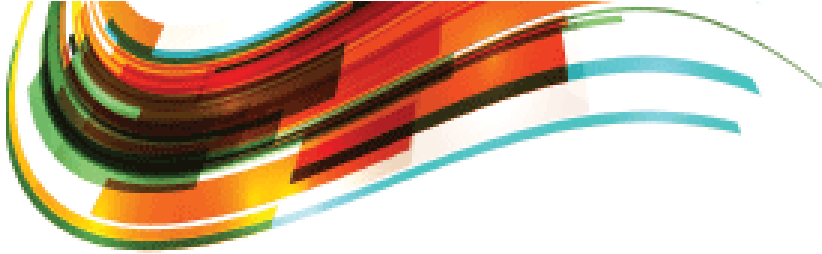


Diverse Formats:	<p>Conference sessions will be presented in several different formats to meet a wide variety of learning styles. From discussions to panels, there is something for everyone.</p> <p>Multiple Networking Opportunities: Many attendees rate networking as one of the most important reasons why they attend a TLOMA Conference. We offer several settings in which to connect and network, and we allow enough time between sessions for you to share and discuss your newfound knowledge. Many of the connections with colleagues and Business Partners go beyond the Conference and become a source of support for our members.</p> <p>Business Partner Trade Show: Explore the Trade Show that will feature 50 plus key Business Partners from the legal market. Find market-ready solutions and services for your firm or department and discover the latest technologies that can result in greater efficiencies.</p>
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Understand Your Conference Expenses

- Complete an Expense Worksheet to develop a cost estimate for attending the TLOMA 2018 Conference & Trade Show. Here is a sample worksheet.

Expense	Notes	Cost
Registration Fee: [Take advantage of Early Bird Registration Fee until Thursday, May 31, 2018]	Registration Fee includes: 1. All meals 2. All keynotes and workshops 3. Trade Show 4. All networking events 5. All materials	\$
Accommodation: [Take advantage of the reduced rate at White Oaks Resort & Spa until Friday, September 7, 2018]	Number of nights; room rate; taxes; internet included	\$
Transportation Fees [Return Travel on the Conference Bus for only \$60.00 + HST]	Conference bus or mileage if driving. Airfare (if applicable) Taxis/Car rental	\$
Food Per Diem:	All meals included	\$0.00
Miscellaneous reimbursable expenses: (e.g., tips, etc.)		\$
	Sub Total	\$
Total number of employees attending:	TOTAL	\$



Justification Letter

Sample Justification Letter template, explaining the benefits you will receive from attending the TLOMA 2018 Conference & Trade Show, how the Conference will make you a better employee and help advance your team/organization:

Dear (Supervisor/Manager's Name):

I would like to request approval to attend the TLOMA 2018 Conference & Trade Show from September 26 – 29, 2018, at the White Oaks Resort & Spa in Niagara-on-the-Lake, ON.

The Conference will enable me to attend several educational sessions that are directly applicable to my work and will allow me to network with a variety of law office administrators, colleagues and Business Partners. My participation will allow me the opportunity to expand my knowledge and give me tools and resources to enhance my performance at [] Firm.

After reviewing the program details on the Conference website, I have identified a listing of sessions that I feel are most relevant and would provide the most value to my professional growth at the firm.

[List sessions]

I am seeking support of my attendance to this Conference, which would include the registration fees, travel expenses and accommodation expenses while at the Conference. A detailed cost breakdown is attached. I anticipate the total expense to be approximately \$ [].

The opportunity for me to enhance competencies and to establish connections with other law office administrators makes my attendance at the TLOMA 2018 Conference & Trade Show a very valuable investment, and a benefit on both personal and professional levels.

Thank you for considering support of my attendance at this Conference.

Sincerely,