**SCCE’s Compliance & Ethics Institute**® **September 15 – 18, 2019 | Gaylord National | National Harbor, MD**

**Cost/benefit worksheet:**

**Costs**

* The registration fee includes evening receptions Sunday and Monday, continental breakfasts, refreshment breaks and luncheons Monday and Tuesday – therefore out of pocket costs for meals will be minimal to attend. The registration fee is $ USD
* SCCE has offered discounted hotel rooms at $299 per night. This rate is inclusive of the daily resort fee and exclusive of tax (currently 18%). The cost for my hotel will be $ USD.

**Total estimated cost for registration/travel/housing, including parking at the airport and taxis to/from the conference venue is** $­­ USD

**Benefits**

1. List the sessions you plan on attending and the key points that they will cover (you can get this information from the conference brochure). Be sure to tie these back to issues your organization faces with its compliance program.
2. List the key vendor issues you have – i.e. need a new vendor, or interested in replacing a current one – and the vendors you plan on meeting with during the conference.

**SCCE’s Compliance & Ethics Institute**® **September 15 – 18, 2019 | Gaylord National | National Harbor, MD**

**Sample letter to submit to your supervisor**

**To:** Supervisor/Manager or Board, etc.

I would like to attend the Society of Corporate Compliance and Ethics’ annual Compliance and Ethics Institute, scheduled for September 15 – 18, 2019 in National Harbor, MD. This event, as you may know, is the largest conference of the year for the corporate compliance and ethics community, with over 100 different conference sessions. The 2018 meeting had over 1800+ registered attendees.

There are several sessions in the agenda that I feel are highly relevant to our compliance challenges and could provide us with the opportunity to improve the effectiveness of our compliance program:

* Session example 1
* Session example 2
* Session example 3
* And so on

In addition, over 75 exhibitors are scheduled to attend. As you know we are currently reviewing the use of an outside vendor for LIST ISSUE, and this will provide the opportunity to efficiently meet with several providers who may be a fit for us.

The total estimated cost for my attendance is $ . I hope you will approve this investment in our compliance program.

*Sincerely,*

Your Name