**SCCE’s European Compliance & Ethics Institute
March 16 – 18, 2020 | Hotel Okura| Amsterdam, Netherlands**

**Cost/benefit worksheet:**

**Costs**

* The registration fee includes an evening reception on Monday, continental breakfasts, refreshment breaks and luncheons Monday, Tuesday and Wednesday – therefore out of pocket costs for meals will be minimal to attend. The registration fee is € euros or approximately $ USD.
* SCCE has offered discounted hotel rooms at €230 per night. This rate is inclusive of the 9% VAT and exclusive of city tax (currently 7%). The cost for my hotel will be € euros or approximately $ USD.

**Total estimated cost for registration/travel/housing, including parking at the airport and taxis to/from the conference venue is** € euros or approximately $ 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.

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**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’ 8th Annual European Compliance and Ethics Institute, scheduled for March 16 - 18, 2020 in Amsterdam, Netherlands. This event, as you may know, is the largest European conference of the year for the corporate compliance and ethics community, with over 40 different conference sessions. The 2019 meeting had over 200+ 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, 20 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