**Cost/benefit worksheet:**

***Costs***

* The registration fee includes a Thursday evening reception, Thursday and Friday continental breakfasts, refreshment breaks and luncheons. Therefore out of pocket costs for meals will be minimal to attend. My registration fee is $ .
* SCCE has offered discounted hotel rooms at $199 per night (plus tax). The cost for my hotel will be $\_\_\_\_\_ (plus tax).

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

***Benefits***

1. List topics and key points that will benefit your role and the organization (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. Note the kinds of contacts you’ll have the opportunity to connect with and meet: VP, Chief Compliance Officer, Manager of Internal Compliance, Senior Investigator, VP Compliance & Quality, Executive Vice President of Compliance, Field Investigator, Compliance Analyst…. As you can see from this sampling participants will be from varying levels within the organization. They will also be from industries like health care, utilities, universities, financial services, government, retail, agriculture, insurance, etc.…**.**

**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’ Internal Investigations Compliance Conference, scheduled for June 7-8, 2018 in Orlando, FL. This is a once a year event that focuses on conducting internal investigations for the compliance professional.

In reviewing the agenda for the conference there are several sessions that I feel are highly relevant to our compliance challenges and could provide us with the opportunity to improve the effectiveness of our internal investigations process and our compliance program:

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

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

Sincerely,

Your Name