**2019 ACC Xchange—Justification Letter**

**Please customize.**



Dear <Insert supervisor’s name>,

I would like your approval to attend ACC Xchange 2019, April 28-30, in Minneapolis, MN. This new conference combines ACC's Mid-Year Meeting and Legal Operations Conference into one powerful event. The professional development opportunities are many, and attending will support our future business objectives.

Here’s what makes attending the ACC Xchange such a valuable investment:

1. **The right subject matter.** Sessions cover contracts, leadership, legal operations, and litigation to help me become an indispensable business advisor for our company.
2. **A personalized curriculum.** I can customize my educational experience to hone-in on our company's most pressing issues and responsibilities.
3. **Expert presenters.** I willhear directly from an impressive group of thought leaders from such as Oracle, 3M, FedEX Ground, Citibank, and more.
4. **Innovative learning formats and soft skills development.** Xchange 2019 provides me with an immersive and interactive environment with many different networking and learning opportunities to enhance my overall learning experience to assist in developing our brand.
5. **Unparalleled networking.** I would gain the opportunity toshare ideas and exchange experiences with colleagues from a wide variety of companies.
6. **CLE/CPD credit.** I would advance my professional development and gain the recertification credits that I need to continue to elevate my legal expertise and stay current on relevant legal issues that may affect our company.

Upon my return from the ACC Xchange, I will share many of the new ideas and key takeaways with the team to help grow our success.

I’ve provided a breakdown of approximate costs to attend the ACC Xchange and a features and benefits worksheet that specifically targets our company’s current needs and how attending this event can help provide answers for our business objectives.

I’m sure that you will agree that my attendance at the ACC Xchange is an excellent use of my time and will provide a good return on investment for our organization. Thank you for your consideration.

Best regards,

<your signature>



**MAKE THE CASE**

JUSTIFICATION DASHBOARD

Complete the following form and share it with your supervisor.

**What is the cost of you attending the meeting?**

*Registration, hotel, travel, etc.*

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**Who is going to be there?**  
*What relationships will you gain? Are there meaningful connections you can make?*

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**Are there influencers who will be there?**

*What differentiates this meeting? What are you getting here that you can’t get somewhere else?*

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**What is being said about this conference?**  
*What makes this event so compelling?*

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| ***"ACC Xchange 2019 looks to deliver a very interesting, contemporary and relevant program.***  ***I am looking forward to attending this important event."***  **Isabel Gomes**  Associate General Counsel, Health Care Business Group, 3M  “*Gathering with Legal Operations professionals provides a concentrated opportunity to talk to and learn from industry peers. I prefer this conference over others because the focus is peer benchmarking and in-depth education.”*  **Julie Richer**  Legal Operations & Discovery Manager, American Electric Power |

**ACC Xchange**

**Page Two**

**List at least four of the sessions, with speaker names, you plan to attend.**

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**2.**

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**3.**

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**4.**

**What answers can you find there for problems your company and legal team is trying to solve?**  
*List session names, speakers, exhibitors, etc.*

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**How will you value the experience of this meeting?**

*The cost of the problems you are trying to solve, the answers you are looking for, the people you will*

*meet, the CLE/CPDs you will earn, etc.*

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