



### **Ergo X Symposium Justification Toolkit**

ErgoX is designed to showcase and apply the latest ergonomics science to workplace health, safety, wellness, and injury-prevention issues across a variety of domains and settings. This highly regarded symposium delivers practical, usable, and evidence-based solutions to the challenges faced by ergonomists, risk managers, health and safety specialists, and others. ErgoX is a practical, solutions based event that offers unique opportunities for collaboration and guidance.

With three educational tracks - Cybersecurity, Exoskeletons, and Robotics, you will:

- Gain the latest insights on procedures, tools, and approaches for on-the-job safety and wellness from world-class ergonomics and safety experts
- Network with presenters, practitioners, and researchers
- Make new strategic connections
- Find solutions to pressing workplace ergonomics issues.

Use the tools in this kit to explain how attending the first-ever advanced *virtual* [ErgoX](#) will be a smart and cost-efficient investment in you by your organization.

### **Focus on the Bottom Line**

When resources are tight, focus on the bottom line: costs vs. benefits. This worksheet will help you determine the full cost of attendance and identify the benefits you and your organization will gain from moving to virtual. Customize the justification letter on the last page to help you draft a formal (and persuasive) request for funding.

Creative solutions can help you get your request approved. Consider these options:

- Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you attend the Symposium.
- Offer to prepare and deliver a short presentation and Q&A session for your colleagues to share what you learned. This way, your coworkers will also benefit from your attendance.

[Contact](#) HFES if you need additional information or support when drafting your request. We look forward to your participation in this year's ErgoX Symposium!

## Step 1: Determine the Costs

With ErgoX moving to virtual, you eliminate the need for travel and a hotel; the only cost you incur is the cost of registration. Take advantage of the savings and focus on the benefits of expanding your knowledge within the HF/E industry. Use this worksheet to estimate the total cost of your attendance.

### Registration Fees for ErgoX Symposium

	Advantage Pricing (By September 7)	Regular Pricing (After September 7)
<b>General Admission</b>	\$350	\$380
<b>HFES Members</b>	\$250	\$280
<b>HFES Student Members</b>	\$50	\$60
<b>Emeritus Member</b>	\$75	\$75
<b>Student Non-Member</b>	\$75	\$85

## Step 2: Outline the Benefits

When displaying the benefits of the virtual educational activities, *focus* specifically on what you will bring back to your organization as a return on their investment. Use the [preliminary schedule](#) on the ErgoX website to answer these questions:

- Which sessions have particular relevance to the work you do?
- Which sessions can teach you a skill and/or help your team overcome current or future challenges?
- Are there any speakers your organization would benefit from hearing or working with?
- How can networking open doors for your organization? Could the people you e-meet help your department achieve its goals?
- What value could you get from discussions with other continuing healthcare education professionals?

When considering these questions, keep these tips in mind:

- List specific sessions you plan to attend and explain how they will impact you, your department, and your organization, institution, or agency.
- Clearly make the connection between your organization's needs and the benefits you are identifying.
- If the budget approver is outside of your department, don't assume they understand your department's goals or any technical terms. Spell out the impact for them.
- Passion is the best persuasion technique – let yours shine through in your letter.

## Step 3: Draft Your Justification Letter for ErgoX

Below, you'll find a "justification letter" template — a letter to your supervisor explaining all of the benefits you'll get from attending the ErgoX Symposium, how it will make you a better employee, and help advance your organization.

This general template will get you started while allowing you to customize it to you and your organization's particular needs.

Dear < **approver's name** >,

I would like to attend the [ErgoX Symposium](#) hosted by the Human Factors and Ergonomics Society, October 13 – 14, 2020. This virtual symposium offers networking opportunities with presenters, practitioners, and researchers as well as the latest insights on procedures, tools, and approaches for on-the-job safety and wellness from world-class ergonomics and safety experts.

This two- day educational activity will showcase and apply the latest ergonomics science to workplace health, safety, wellness, and injury-prevention issues. I will connect with industry experts and learn practical, usable and evidence-based solutions to the challenges faced by ergonomists, risk managers, and health and safety specialists.

Presentation topics range from **< list relative topic > to < list another relative topic >**, and I am confident that the education and skills that I gain will be directly applicable to my work. After carefully reviewing the [symposium program](#), I have identified a number of key sessions that I would like to attend:

- **Session 1 and how it will benefit you, your department, and your employer**
- **Session 2 and how it will benefit you, your department, and your employer**
- **Session 3 and how it will benefit you, your department, and your employer**

Getting the information at a virtually interactive symposium will greatly reduce the research time and costs that **<your organization's name>** would normally incur around these topics. I have only listed some of the sessions that I will attend. Including them all would make this request much too long.

In order to attend the symposium and gain these benefits, I am seeking sponsorship of **< total amount you need >** for the following expenses:

Registration: **<\$xxxx>**

No travel or lodging is needed this year and so the lower total investment makes this an outstanding opportunity for me to develop a network of colleagues and to gain knowledge in specific areas related to our work. My participation at the Symposium a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions, or would like more information on the Symposium.

Total registration for the event: **<\$xxxx>**

Sincerely,

**< your name here >**