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Development Committee

# Getting Manager Buy-In for Conference Attendance

Jennifer J. Cory & David Scarbeary-Simmons

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# Introductions



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# Poll the Audience



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When you attended your first conference, how did you approach your manager?



Is there sample language you can share to frame the benefit of your attendance at an upcoming conference?



Did your manager require any deliverables in exchange for approving the travel?



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As a manager, what is important to you when approving conference travel for staff?



Have you had any negative experiences with approving staff travel?



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As a manager, what steps do you take to advocate for your staff to be able to attend conferences? (to your leadership, for example)



# Recap

- Be explicit about your commitment to be present, participate, engage
  - Include intended sessions of interest



# Recap

- Provide clear communication on how attendance relates to your work and the goals of your organization (as well as advancing the field of research administration)



# Recap

- Prepare to address how your existing responsibilities will be handled while you are away



# Recap

- Commit to:
  - Submitting 2-3 proposals to present as a speaker
  - Volunteering at the meeting/conference
  - Applying for a scholarship (travel award)
  - Return to your work group/institution with a product (i.e. put a presentation together to give at the next team meeting)



# Recap

- Ensure you understand and adhere to your institutional travel policies



# Q&A



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