



Education & Professional
Development Committee

Getting Manager Buy-In for Conference Attendance

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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?



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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?



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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