NADCP 17th Annual Drug Court Training Conference

**Justification Toolkit**

1. Benefits of Attending
2. Tips and Talking Points
3. Justification Letter (a letter template you can simply fill out and drop off to your supervisor)
4. Calculate your Return on Investment (ROI)

Many travel and training budgets have been reduced, which means that regardless of the merits of attending the NADCP 17th Annual Drug Court Training Conference, you'll probably need to justify the expense and your time away from the office.

The NADCP 17th Annual Drug Court Training Conference reflects the "must have" content that Drug Court professionals told us is at the top of their lists this year. It's the one event that brings together judges, law enforcement officials, treatment providers, drug court coordinators, researchers, actors, leading authorities on best practices in adult and juvenile substance abuse treatment, Drug Court graduates, probation officers, attorneys, consumer advocates and experts in the Drug Court field who will provide you with usable answers to your most pressing questions. No combination of other events can equal the quality, scope and value of these four days. Since you've found this page, you probably know for more than 16 years this conference has consistently delivered the best-in-class speakers and content – and is recognized as the leading training conference in the drug court field.

We know that budgets are very tight this year. So, we've put together a Justification Toolkit to help you convince your supervisor and your institution that the ROI is substantial for attending this training.
1. **Benefits of Attending**

Our Training Conference includes content for Drug Courts of every size and region. You'll gain new tactics, insights and increased ability to improve the success of your Drug Court.

**Five reasons you must attend:**

1. Exclusive, practical content on topics for every discipline on your team.
2. Sessions covering every aspect of problem-solving courts, planning implementation and operations.
3. Direct access to the largest group of experts in the fields of treatment, evaluation, supervision, legal, and other issues impacting your program.
4. Significant opportunities for peer idea exchanges.
5. A superior ALL RISE Expo showcasing the newest and innovative services and drug court compliance solutions.

**You'll benefit from:**

- **Comprehensive content.** The NADCP 17th Annual Drug Court Training Conference will cover the topics that matter most to Drug Court professionals.
- **A flexible program.** We offer a combination of plenary, concurrent general and breakout sessions providing you the ability to custom-build a tailor-made conference experience.
- **Current thinking in the heart of the drug court community.**
- Come hear experts talk about what concerns them now and into the future.
2. Tips and Talking Points

Here are some tips and talking points that you will want to consider—focus on what you will specifically bring back to the organization as return for the investment.

● Emphasize that the NADCP 17th Annual Drug Court Training Conference offers a comprehensive, time-intensive learning environment. Your attendance will be much more cost effective and time-efficient compared to registering for multiple seminars or webinars. Plus, you'll minimize the time you are away from the office.

● NADCP guarantees that the NADCP 17th Annual Drug Court Training Conference offers Drug Court professionals a world-class education that is unparalleled in the industry. The conference provides an in-depth curriculum developed and delivered by the fields most recognized experts.

● Professional development training becomes critical to prepare employees to take on greater responsibility. Attendance at professional development conferences such as the NADCP 17th Annual Drug Court Training Conference will provide your Drug Court with the tools to ensure your program is up to par.

● The content is appropriate for courts of all sizes and all regions.

● Over 70 vendor contacts and information from the ALL RISE Expo.

● Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you've learned. That way others in your court will get the benefits of your attendance, too.

● Share the speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers.

● If you are working to obtain or maintain your professional education status, remind your supervisor that the NADCP 17th Annual Drug Court Training Conference offers valuable training hours you can apply towards required continuing education. This conference has been approved for continuing legal education (CLE) credits in most states, judicial education (JE) credits, and substance abuse provider continuing education (CEU) hours. Also, NADCP is a certified provider of education for NAADAC. Remember to bring your bar # and/or substance abuse provider certification number. It will be difficult to report without these numbers.
● Be ready with a plan that shows who will cover for you while you are attending the NADCP 17th Annual Drug Court Training Conference.

● This conference will help build your team, providing a forum for team members to discuss tools, technologies, and processes and how they might apply to improve your Drug Court.
3. Sample Justification Letter

This is a suggested template for a letter you can draft to request employer support for your attendance at the NADCP 17th Annual Drug Court Training Conference, July 17-20, 2011 in National Harbor, MD. If you decide to use it, please make sure you include your court or agencies name and the correct prices in the appropriate areas. Also, be sure to do your homework and calculate your return on investment (ROI).

[Date]

[Supervisor’s name]
[Title]
[Company name]
[Postal Address]
[City, State, Zip]

Dear [Supervisor’s name],

I would like to attend the National Association of Drug Court Professionals (NADCP) 17th Annual Drug Court Training Conference, July 17-20, 2010 in National Harbor, MD. I believe that attending this conference will benefit me through the education I will obtain and the valuable information I’ll be able to share with [insert court/agency name]. NADCP provides training to over 3,000 Drug Court and problem-solving court professionals annually at its national conference—the largest training conference in the nation addressing substance abuse and crime.

The NADCP conference is specifically tailored to enhance the skills, leadership, and training of the drug court team. With over 200 cutting-edge sessions, opportunities to reconnect with colleagues, and celebrity speakers from the worlds of entertainment and politics, I will come away educated and energized! The Training Conference offers courses for the new practitioner and team members who have been in the field for years. The theme at this years’ conference is “All Rise: Carrying the Message of Recovery From Your Court to the Nation’s Capital.” The sessions will be a blend of providing what to watch for now and in the future and practical ways to implement these concerns at a minimal cost. Further, it will help us focus our attention on the highest risk areas, given how stretched our resources are.

Plenary presentations and breakout session topics will include [add topics from your specialty— and benefits specifically to your responsibilities]
It is not often that an opportunity comes along for me to go to a conference like this, so I hope that you will approve my attendance. NADCP provides enormous value for the money because the pre-registration fee is only $550 for NADCP members, $650 for NADCP non-members, and $350 for International attendees which includes a reception and a daily continental breakfast. I have calculated the costs on the attached expense worksheet for your convenience.

Additionally, this conference will provide me most if not all of my continuing education. If I attend every session that is offered (1 session per track), I will receive (1155 minutes) 19.25 hours (based on a 60 minute hour) or 23.1 hours (based on a 50 minute hour). I will also be able to receive ethics/professionalism courses for (885 minutes) 14.75 hours (based on 60 minute hour) or 17.77 hours (based on 50 minute hour).

NADCP guarantees that the NADCP 17th Annual Drug Court Training Conference will offer me a world-class education that is unparalleled in our field. For the benefits that I expect to derive from this conference, I believe those costs are minimal, and I hope you will support my attendance.

Sincerely,

[Your name]  
[Title]
4. Calculate ROI for Attendance- How to Justify Conference Attendance

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following Expenses Worksheet to develop a cost estimate for attending the NADCP 17th Annual Drug Court Training Conference.

**Expenses Worksheet**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Guideline</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Flight</td>
<td>Try a Web travel service to get a quick estimate</td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td>NADCP negotiated rates with hotel</td>
<td>$</td>
</tr>
<tr>
<td>Transportation: Airport to Hotel</td>
<td>Taxi- car rental?</td>
<td>$</td>
</tr>
<tr>
<td>Transportation: Hotel to Airport</td>
<td>Taxi- car rental?</td>
<td>$</td>
</tr>
<tr>
<td>Mileage Reimbursement</td>
<td>Driving to conference? To the airport for your flight? Use Map Quest to calculate distances, then multiply miles by 55 cents/mile (IRS standard for 2009)</td>
<td>$</td>
</tr>
<tr>
<td>Parking Reimbursement</td>
<td>At airport for flight departure, or at hotel where conference is located</td>
<td>$</td>
</tr>
<tr>
<td>Food Per Diem</td>
<td>See IRS guidelines for conference locale rates. Remember, most include breakfast, lunch, &amp; breaks</td>
<td>$</td>
</tr>
</tbody>
</table>

| Subtotal                      |                                                                           | $    |
| Total number of employees going |                                                                         | $    |
| = Grand Total                 |                                                                           | $    |