Congratulations, you’ve decided to attend the 2021 ASET Annual Conference in San Diego, CA. Now, to gain approval from your supervisor, you need to justify the expense and time away from work — and we got you covered! Who knows? Maybe your case will be so convincing that both you and your supervisor will attend.
Top 9 Reasons to Attend the 2021 ASET Annual Conference

1. Meet leaders in the field of Neurodiagnostics.
2. Build networks that last a lifetime.
3. Access high-quality educational sessions based on trends, hot topics, and emerging practices in Neurodiagnostics.
5. Learn ways to improve patient care and safety.
6. Gain skills and experience you can immediately bring back to your organization.
7. Evaluate the latest products and services in our Exhibit Hall.
8. Demonstrate your commitment to professional excellence through continuing education.
9. Earn ASET-CEUs for exam eligibility or to meet recertification requirements.
Talking Points and Tips

Be ready with these key talking points when explaining the conference to your supervisor.

• Clarify that this is an investment in you — as well as your institution. Talk about what you’ll bring back after the meeting, including new knowledge about research and patient care.
• Offer to share the information you will gain with colleagues, leadership, trainees, and students; a quick presentation could be an invaluable way for others to benefit from your attendance. Propose writing a brief statement about the conference for your internal newsletter or website.
• Share the online program guide with those who approve travel. The wealth of sessions offered will help reassure them that this trip is all about education.
• Emphasize that this is a chance to earn ASET-CEUs that are essential to establish board eligibility or meet recertification requirements and keep you qualified to provide expert patient care.
• Hundreds of Neurodiagnostic professionals from across the country attend each year. It’s your chance to connect with peers who face the same issues your practice does. Networking events are held during the conference to help you connect with other professionals.
• Point out that ASET 2021 will put you in touch directly with vendors who exhibit at the meeting. You can network with these vendors and bring back new contacts that will benefit the entire organization.
• Recharge your batteries and come back to work ready to dive into some new ideas and ways of thinking to assist your employer.
Post-Conference Reporting

Commit upfront that you will prepare and share a conference report with your supervisor and the team. A conference report of one to three pages conveys key information about the conference to people who did not attend and ensures that you will transmit its value effectively to your organization.

Examples of information you might include in the report are:

- Executive summary of key themes, concerns, ideas, and practices discussed.
- Keynote session highlights.
- Specific educational session highlights and takeaways.
- Networking event takeaways (new contacts, why they are important, who and when you will follow-up).
- Information about products and services, gathered from conversations with vendors in our exhibit hall (which companies you will follow-up with and when).
- Program ideas or recommendations picked up or thought up while at the meeting.

Take detailed notes during the conference and consider drafting the report during your travel back home when the information is freshest in your mind. If presenting the information to the team, schedule that meeting as soon as possible so it won’t get lost in the shuffle of returning to the busy daily operations.
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<th>Category</th>
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| Registration | Register by July 1 and save $75 from regular registration rates. General registration includes four plenary sessions; a variety of educational courses; daily continental breakfast and lunches; two days of Exhibit Hall access; reception in the Exhibit Hall; Poster Presentations; and non-stop networking with other attendees. | Member: 3-day before July 1 $500  
Non-member: 3 day before July 1 $600  
Student: 3 day $250  
Additional rate info available online. |
| Travel | How are you traveling to the conference: plane, train, or car? If travelling by plane or train, use a shuttle service or other available transportation to get to/from your hotel. If travelling by car, consider the cost of gas and parking. Will your employer reimburse you for both? Can you carpool with a colleague to share costs? | Explore your travel expenses from the city you reside in. |
| Food | Breakfast and lunch are included with your registration fee. Dinner is on your own. The hotel has several restaurants and nearby is “Fashion Valley” with additional dining options. | Estimate your food and beverage expenses based on the number of nights you want to spend in San Diego. |
Registration

IN-PERSON ATTENDANCE
Member (Early Bird deadline is July 1)
Full 3-Days: Early Bird - $500 | After July 1 - $575
Daily: Early Bird - $175 | After July 1 - $225
Non-Member
Full 3-Days: Early Bird - $600 | After July 1 - $675
Daily: Early Bird - $220 | After July 1 - $275
Student
Full 3-Days: $250 | Daily: $90
Institutional
Full 3-Days: $475

VIRTUAL
Member
Full 3-Days: $275 | Daily: $100
Non-Member
Full 3-Days: $350 | Daily: $125
Student
Full 3-Days: $200 | Daily - $75
Institutional
Full 3-Days - $250

Sundown Seminar: $30 each (not available for virtual attendees)

Hotel
Town and Country San Diego
Address: 500 Hotel Circle North, San Diego, CA 92108, US
Reservation link: https://bit.ly/200X3SV
JUSTIFICATION LETTERS
In-Person Attendance Sample Justification Letter
ASET Member

Dear <Supervisor’s name>,

I would like to attend the ASET 2021 Annual Conference August 19-21, 2021, in San Diego, California. The conference is the annual meeting of my professional association, ASET- The Neurodiagnostic Society. By attending ASET 2021, I will gain valuable knowledge and understanding about Neurodiagnostic best practices, innovations and how we can improve our processes. Many of the presentations directly relate to issues that we currently face.

The ASET 2021 Annual Conference provides opportunities for me to:
• Attend sessions focused on the critical knowledge and skills that I need to help me provide the highest quality of patient care.
• Connect with other Neurodiagnostic professionals with whom I can exchange ideas, skills, resources, and practices.
• Earn up to 23 hours of CEUs.

To meet my professional development goals, I am seeking approval for the registration fees, travel and lodging expenses, and food expenses during the convention. The detailed cost breakdown is listed below.

The member rate for ASET 2021 registration before July 1 is $500. It is $575 after that date.

Conference Registration: <$xxxx>
• Travel: <$xxxx>
• Lodging: <$xxxx>
• Food: <$xxxx> Breakfast and lunch are included.
• Total estimated conference cost of: <$xxxx>

My participation in the conference will complement our hospital’s objective of continual professional development and I plan to return with resources to share what I’ve learned with our team. Thank you in advance for your consideration.
In-Person Attendance Sample Justification Letter
Non-Member

Dear <Supervisor's Name>,

I would like to attend the ASET 2021 Annual Conference August 19-21, 2021, in San Diego, California. The conference is the annual meeting of my professional association, ASET- The Neurodiagnostic Society. By attending ASET 2021, I will gain valuable knowledge and understanding about Neurodiagnostic best practices, innovations and how we can improve our processes. Many of the presentations directly relate to issues that we currently face.

The ASET 2021 Annual Conference provides opportunities for me to:
• Attend sessions focused on the critical knowledge and skills that I need to help me provide the highest quality of patient care.
• Connect with other Neurodiagnostic professionals with whom I can exchange ideas, skills, resources, and practices.
• Earn up to 23 hours of CEUs.

To meet my professional development goals, I am seeking approval for the registration fees, travel and lodging expenses, and food expenses during the convention. The detailed cost breakdown is listed below. The non-member rate for ASET 2021 registration before July 1 is $600. It is $675 after that date. Also, I can become an ASET member for $115 for the remainder of this year. As a member, I would receive numerous benefits, one of which is reduced a registration rate of $500, if I register before July 1.

Conference Registration: <$xxxx>
• Travel: <$xxxx>
• Lodging: <$xxxx>
• Food: <$xxxx> Breakfast and lunch are included.
• Total estimated conference cost of: <$xxxx>

My participation in the conference will complement our hospital's objective of continual professional development and I plan to return with resources to share what I've learned with our team.

Thank you in advance for your consideration.

Sincerely,
Virtual Attendance Sample Justification Letter
ASET Member

Dear <Supervisor’s name>,
I would like to attend the ASET 2021 Annual Conference August 19-21, 2021 virtually. The conference is the annual meeting of my professional association, ASET- The Neurodiagnostic Society.
By attending ASET 2021, I will gain valuable knowledge and understanding about Neurodiagnostic best practices, innovations and how we can improve our processes. Many of the presentations directly relate to issues that we currently face.
The ASET 2021 Annual Conference provides opportunities for me to:
• Attend sessions focused on the critical knowledge and skills that I need to help me provide the highest quality of patient care.
• Earn up to 15 hours of CEUs.

To meet my professional development goals, I am seeking approval for the registration fees. The non-member rate for ASET 2021 registration virtual attendance is $350. Also, I can become an ASET member for $115 for the remainder of this year. As a member, I would receive numerous benefits, including a reduced registration rate of $275. You can see the complete member benefits at aset.org/benefits.

My participation in the conference will complement our hospital’s objective of continual professional development and I plan to share what I’ve learned with our team.
Thank you in advance for your consideration.

Sincerely,
Dear <Supervisor’s name>,

I would like to attend the ASET 2021 Annual Conference August 19-21, 2021 virtually. The conference is the annual meeting of my professional association, ASET- The Neurodiagnostic Society.

By attending ASET 2021, I will gain valuable knowledge and understanding about Neurodiagnostic best practices, innovations and how we can improve our processes. Many of the presentations directly relate to issues that we currently face.

The ASET 2021 Annual Conference provides opportunities for me to:

• Attend sessions focused on the critical knowledge and skills that I need to help me provide the highest quality of patient care.
• Earn up to 15 hours of CEUs.

To meet my professional development goals, I am seeking approval for the registration fees. The non-member rate for ASET 2021 registration virtual attendance is $350. Also, I can become an ASET member for $115 for the remainder of this year. As a member, I would receive numerous benefits, including a reduced registration rate of $275. You can see the complete member benefits at aset.org/benefits.

My participation in the conference will complement our hospital’s objective of continual professional development and I plan to share what I’ve learned with our team.

Thank you in advance for your consideration.

Sincerely,