To: \*Employer Name\*

ADHA’s 94th Annual Conference is an opportunity to develop professionally. From taking courses to learning about the latest technology and products in the dental hygiene field - attending this meeting will allow me to improve my skill set and techniques to apply immediately.

I plan to achieve the following three objectives:

* Objective 1:
* Objective 2:
* Objective 3:

I plan to attend the following specific sessions to achieve my objectives, gain education and tools to bring back and implement within our organization and network with other attendees (the full program can be accessed at [www.adha.org/annual-conference](http://www.adha.org/annual-conference)): *List sessions you plan to attend as well as learner objectives, and indicate how they will benefit you.*

* Session 1:

* Session 2:

* Session 3:

* Session 4:

* Session 5:

* Session 6:

I look forward to bringing my key takeaways back to implement and share with our team. Please review the Cost/Benefit Worksheet (attached) to see the value my attendance will bring to the team.

Sincerely,

\*Your Name\*

**COST/BENEFIT WORKSHEET:**

Costs

The main registration package fee includes:

* Wednesday night Welcome Kick-Off Reception
* Wednesday Community Service Day
* Thursday and Saturday General Sessions (1 CE Hour Each)
* **FREE**Coffee prior to both Thursday & Saturday General Sessions
* Exhibits on Friday & Saturday: Tons of Swag! (1 CE Hour)
* **FREE**Lunch on the Exhibit Floor Friday & Saturday
* Friday Crest Oral- B Breakfast
* Undergraduate Student Research Competition on Thursday (2 CE Hours)
* DENTSPLY/ADHA Graduate Student Research Poster Sessions
* Many Networking Evening Receptions

Registration package fees are $223 for ADHA members or $293 for non-member hygienists

The CE courses I would like to take range from $18-$45 each or I am opting for the All-Inclusive CE Seminar pass. The All-Inclusive CE Seminar Pass allows me to take as many CE Seminars my schedule permits, earning a maximum of 16 CE Hours for a bundled fee of $149.

CE course total fee is $\_\_\_\_\_

I have found airfare for $\_\_\_\_\_

ADHA has a block of hotel rooms. Rates start at $169 per night (plus applicable taxes and fees) – the total for my hotel stay, including current tax is $193 per night for a total of 3 nights or $579.

**TOTAL ESTIMATED COST FOR REGISTRATION/TRAVEL/HOUSING = $\_\_\_\_\_\_\_\_.**

**TOTAL ESTIMATED BENEFIT OF ATTENDING = $\_\_\_\_\_\_\_\_\_\_.**

Note: At the completion of ADHA’s 94th Annual Conference, take some time to review your original objectives. Develop an analysis of whether you were able to fulfill your original objectives and assess how you will be able to apply what you learned in order to either provide cost savings to your organization, offer innovative ideas to increase revenue generation, and/or obtain tools to increase your team’s work efficiency, and the cost savings that would result.