**COST WORKSHEET**

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| --- | --- |
| **REGISTRATION FEES:**Be sure to see if your registration includes any meals or extra freebies. Be sure to highlight the savings included within your registration. | **$** |
| **CERTIFICATION CLASSES (ProFM, etc.):** | **$** |
| **FLIGHT:**When booking your flights check the event website to identify any discounted airfare opportunities.  | **$** |
| **HOTEL ACCOMMODATIONS:**Always check the conference website, almost 99% of the time ConnexFM has discounted room blocks with hotels in the surrounding areas. Be sure to book early though, room blocks fill up quickly! | **$** |
| **TRANSPORTATION: AIRPORT TO HOTEL** | **$** |
| **TRANSPORTATION: HOTEL TO AIRPORT** | **$** |
| **MILEAGE REIMBURSEMENT:** | **$** |
| **PARKING REIMBURSEMENT:** | **$** |
| **FOOD PER DIEM:**See IRS guidelines for conference locale rates. (Again, be sure you’re accounting for meals included in your registration!) | **$** |

TOTAL COST ASSOCIATED:

**BENEFITS WORKSHEET**

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| Earn credit hours toward an industry certification or recertification program including ProFM, etc. | ***Example from ConnexFM: Be a part of a group that is committed and dedicated in continued and lifelong professional development*** |
| Attend a number of education sessions that are formatted in various learning environments. See sessions listed below. | ***Example from ConnexFM: Learn ways to reduce costs, increase revenue, motivate, retain, and recruit employees and customers, and various innovative ideas to use in your daily job.*** |
| Create a list of all facility manager and supplier contacts I plan to meet with based on the pre-registration list. I will network with these contacts to discuss best practices or prospect for business. See contacts listed below. | ***Example from ConnexFM: This list will be utilized as a means for contacting customers to expand my brand and conduct business or to provide me with a network of professionals to share best practice with.*** |
| Attend ConnexFM’s 2023 National Conference. | ***Example from ConnexFM: As a facility manager or supplier, I will be provided with a marketplace full of networking, tools, ideas, education and demonstrations for the facilities management professional.*** |

I plan to attend the specified sessions listed below. These sessions will assist me in achieving my goals set in my objectives, gain insight from veterans in the industry, meet and network with industry professionals while learning new best practices and tools to bring back to the office and apply right away. *(List all sessions you plan to attend as well as the session learner objectives, speaker and indicate how the session will benefit you or your organization.)*

* **Session 1:**
* **Session 2:**
* **Session 3:**
* **Session 4:**
* **Session 5:**
* **Session 6:**
* **Session 7:**

According to the attendee list supplied by ConnexFM, the following professionals are planning to attend that I think could benefit me or our organization. *(List all facility managers/suppliers, their organization and how you think they could benefit you or your organization)*:

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| **Name** | **Organization** | **What's the benefit?** |
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