

**IFMA Facility Fusion ROI Worksheet**

After you submit the proposal letter to your employer/supervisor, be prepared to discuss specifics in a face-to-face meeting. Make the connection between what your employer expects from you and how the conference can heighten your performance in those areas.

**Personal Goals**

**How will your attendance help you meet demands and make a perceptible difference in your organization?**

*Tip: Identify sessions and activities that are directly applicable to your job, current projects and facility challenges, and outline what you expect to take away from each; for example:*

* Need to focus on soft management skills? Choose sessions under the leadership training track to better lead your FM team.
* Need to do more with less? Select sessions focused on managing budget cuts and financial tools for FMs.
* Need strategies for sustainability or flexible work programs? Choose sessions that address workplace efficiency, managing mobile workers and leading change.
* Need products for a current or upcoming facility project? Save hours of independent research by asking questions of exhibiting companies at the expo.

**Business Objectives**

**What will your organization gain as a result of your attendance?**

*Tip: Communicate the value of the investment or time away from the office in terms that are important to business executives, such as:*

* **A competitive edge.**
	+ I’ll acquire the latest best practices for improving operational efficiency, as well as field-tested strategies for increasing employee productivity through a better work environment.
* **A measurable boost in operational efficiencies.**
	+ I’ll acquire action plans and proven techniques for heightening facility performance that can be applied immediately for direct results.
* **Assurance of excellence.**
	+ Supporting my continuing education ensures that our facility is being managed by an informed and prepared professional.
* **A valuable list of contacts.**
	+ I’ll connect with fellow practitioners, topic experts and reputable solution providers who I can call on for ideas, advice and recommendations.
* **Money well spent.**
	+ Full event registration is an all-access pass, allowing me to gain a wealth of relevant information in one place, for one price.