

ATTENDANCE JUSTIFICATION

WEF/AWWA Young Professionals Summit | February 21, 2022

GENERAL TIPS

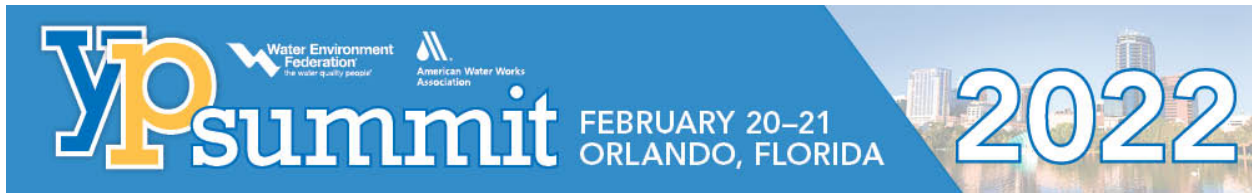
YP Summit attendees will learn about emerging issues in our industry and connect with a diverse group of YPs. The program is intended to challenge attendees to think critically about our industry (present and future) and to establish lasting connections with peers. Where else can you find so many water industry professionals facing the same issues as your organization? Are there solutions you're not aware of? Here are several tips to guide you in your request for approval to attend YP Summit:

JUSTIFY THE EXPENSE

- ◆ Focus on the knowledge and information you will bring back to your organization and team as a return on the initial investment.
- ◆ Offer to deliver a short presentation and Q&A session to the other young professionals and their supervisors regarding your YP Summit experience and all that you have learned.
- ◆ This is an opportunity for you to brainstorm ideas and challenges facing the industry and how you can contribute by being a more well-rounded leader in your field.
- ◆ Be ready with a plan that shows who will help cover your workload while attending the YP Summit.

THE DETAILS

- ◆ Building Your Network:
 - The theme for this year's summit is '**Creative Resilience**'. Attendees can use this interactive event to develop skills for responding to challenging situations while also being able to envision future circumstances and understand how to make the most of those opportunities.
 - There are more than 200 YPs in varied jobs that all contribute to the water industry and attend the YP Summit to grow their network.
 - After being limited to virtual networking since early 2020, this summit will give an opportunity for in-person connection, something that many of us need to recharge our passion and motivation. In-person networking aids your professional development by allowing you to tell others about the work of your company or utility while learning of innovation and best-practices elsewhere. Networking at the YP Summit also leads to a cohort of industry peers across the nation who you can lean on throughout the year to pose questions or solicit feedback related to your work.
 - This is an international event. There will be opportunities to network with YPs from across the U.S. and Canada, each of whom will bring their own unique experience and expertise to the conversations.
 - The network you will build could include potential clients, sub-contractors, or consultants to your future projects.
 - ◆ Best Practices:
 - Highlight all the pertinent sessions that your team/organization could benefit from your attendance.
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- Emphasize relevant sessions and workshops designed to teach specific technical or soft skills that will assist you in being a better team player and future leader.

2022 Registration Costs

Registration is reduced for both WEF/AWWA members and students. Not a member? Join [WEF](#) or [AWWA](#) and save now! Refer to the [registration information here](#).

	Member Rate	Nonmember Rate	Student Member Rate	Student Nonmember Rate
2022 YP Summit Registration	\$125	\$180	\$0	\$160

Want to attend the Utility Management Conference? YP's receive a discount to attend both the YP Summit and the Utility Management Conference (UMC). The below rates include:

- YP Summit
 - WEF/AWWA Workshops the day before the Summit
 - YP Summit
 - Welcome and Networking Receptions
- UMC
 - Technical sessions
 - Welcome Reception
 - Social with Speakers
 - Conference Proceedings.

	Member Rate	Nonmember Rate	Student Member Rate	Student Nonmember Rate
2022 YP Summit + UMC Full Conference Registration	\$220	\$275	\$0	\$160



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Expenses Worksheet

Use the worksheet below to develop a cost estimate for attending the YP Summit.

Expense	Estimated Cost/Guidelines	Your Actual Cost
Summit Registration	\$ 125	
Lodging <i>*Conference Hotel info can be found here.</i>	\$ 235 + occupancy fee/tax	
Mileage Reimbursement	<i>Driving to summit or to the airport for your flight? Use an online mapping tool to calculate distances Is carpooling an option?</i>	
Flight	<i>Try an online travel service to get a quick estimate</i>	
Transportation <i>(Airport to Hotel)</i>	<i>Taxi, rental car, Uber, etc.</i>	
Transportation <i>(Hotel to Airport)</i>	<i>Taxi, rental car, Uber, etc.</i>	
Parking Reimbursement	<i>Airport parking for flight departure, or at hotel where summit is located.</i>	
Food Per Diem	<i>Check on your organization's policies. Summit Registration includes Reception on Sunday evening and meals through dinner Monday night.</i>	
Total Cost:	\$	

Benefits Worksheet

Powerful networking opportunities: People that can save us money	<u>UTILITY CONTACTS</u> : I will find other utilities facing the same problems we face and will develop contacts who can share their knowledge of cost-effective solutions, so that I can learn from their mistakes and benefit from their success.
	<u>VENDOR CONTACTS</u> : I will meet vendors who know our processes and how they can be cost-effectively improved, including new technologies that can save us money in the long term.
	<u>SUPPORT CONTACTS</u> : Government officials and engineers that know which technologies qualify for grant funding and how to obtain it.
	<u>REGULATORY CONTACTS</u> : Agency reps that can help us clarify and understand our regulatory requirements so that we remain current on compliance issues.
Find solutions to our current problems (regulatory issues, equipment issues, management issues, customer service issues, process issues, etc.)	Issue 1:
	Issue 2:
	Issue 3:
	Issue 4:
Find ways to do more with what we already have	I will meet vendors and operators that know our processes well and can give us insights into how we can deliver better performance, using equipment we currently use, but at a lower cost.
Find new technologies we should be studying now	I will see where the industry is heading and which innovations are making it much more cost-effective to operate our processes.
Cross-training - Provide opportunities for others to learn my job and take on more responsibility	I plan to have _____ cover my duties while I am away. I will have this person ready to assume these duties before my departure, will meet with them for a debrief upon my return and will provide counselling/feedback/coaching for this person with written reports for supervisor's use and for their personnel file.
Staff presentations to "Share the Information" gained from the YP Summit	<u>SUPERVISOR'S REPORT</u> : I will prepare and submit a written report to my manager of my findings and of the short term and long-term action items that result from what I learn at YP SUMMIT.
	<u>STAFF BRIEFINGS</u> : I will prepare and deliver a staff briefing of my findings so that others may benefit from what I learn at YP SUMMIT.
	<u>TRAINING ASSISTANCE</u> : I will help others learn how to effectively attend a major summit like YP SUMMIT and deliver the maximum benefit to the Utility upon their return.



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Sample Letter

After you have identified the specific advantages of attending the YP Summit, provide both the expenses and benefits for your manager to realize and approve the value of your proposition. Below is a sample letter that you can use as a template for your proposition.

< Date >

Dear < supervisor's name >,

I am writing this letter to request <company>'s support in my attendance of the WEF/AWWA Young Professionals Summit being held in person in Orlando, Florida on February 21, 2022. The event will have professional development sessions that are directly applicable to my work and will allow me to network with a variety of water industry experts and colleagues from around the United States and Canada. Many of the presentations are tailored to the < your specific profession > water professional and give information on how to < list benefits to your responsibilities >. I am seeking approval for the registration fee, travel costs, and time to attend this year's summit. This year's registration cost is < insert based on membership/student status >.

After reviewing the YP Summit program, I have identified various topics that will allow me to gain knowledge and understanding on how I can improve my skill set. The program is facilitated by industry experts who have experience with similar work and challenges as < your organization's name >. I chose this program because the presentations are directly related to <an issue> we are dealing with currently.

The opportunity for me to develop better contacts and gain knowledge in specific areas of the water industry makes my attendance at the YP Summit a beneficial investment, which I hope to showcase upon my return.

Sincerely,

< your name here >
