

GET YOUR TRIP APPROVED

Cost worksheet

Use this to total your trip before you ask, so every number in your request letter is ready.

Type in the shaded boxes, or print this page and fill it in by hand. Then copy the amounts into your request letter.

ITEM	HOW TO ESTIMATE	COST
Registration, full conference	\$415 through November 15, \$477 from November 16 to January 15, \$525 from January 16 to February 1. Three or more registering together save \$50 each, applied at checkout.	\$
Preconference, Friday, February 19 (optional)	\$238 through January 15, \$274 from January 16 to February 1. Includes breakfast and lunch Friday.	\$
Hotel	Conference rate × number of nights, if you book by January 25, 2027 (while rooms last); the hotel's regular rate after that. Divide by two if you share a room.	\$
Travel	Mileage, airfare, parking, or shuttle.	\$
Meals	Breakfast both days and lunch Saturday are included. Budget for other meals.	\$
Substitute coverage	Daily substitute rate × days out. None if you attend Saturday and Sunday only.	\$
Estimated total per person		\$

ASKING AS A TEAM

PER PERSON	ATTENDING	TEAM TOTAL
\$		\$

ATTENDING SATURDAY ONLY?

The Saturday pass is **\$277** through November 15, \$319 from November 16 to January 15, and \$350 from January 16 to February 1. It includes the keynote, Saturday sessions, and breakfast and lunch Saturday.

Registration closes February 1, 2027. Lodging is not included; the discounted hotel rate is available through January 25, 2027, while rooms last.