How to justify attending the IAAI 2021 International Training Conference

Here is a sample email that you could send to your manager, extolling the virtues and benefits of attendance.

FROM: [your name]

TO: [your supervisor's name]

RE: Improvement of our training results

I understand how the recession has forced our department to cut back on training costs, and I know that it is looking for ways to get the most for the money it spends in every area. There is a cost-effective professional education conference in April 2020 that will help our department respect fire and arson investigation as I improve my fire investigation skills and receive the most up-to-date information on fire loss trends and practices.

I would like to attend the 2021 International Association of Arson Investigator's International Training Conference in Atlantic City, New Jersey, April 18-23. The conference will have a wide variety of seminars to choose from so that I can select those that will have the most significant impact on our department needs.

Costs

The registration fee is among the lowest of any I have found for a multi-day event, with early bird IAAI member registration at $750 through January 31, 2021. Annual membership in the IAAI is only $100.

The room rate at Harrah's in Atlantic City is $95 per night plus taxes and fees, and travel to Las Vegas will cost about [\_\_\_\_\_\_\_\_].

Cab fare/shuttle to and from the hotel is around $15 each way. The conference's total cost, including meals, lodging, and all transportation costs, will be approximately [$ .]

The IAAI's mission to be the global resource for the fire investigation industry is clearly visible with top instructors and classes' strong lineup. Any professional working in the fire loss industry knows the importance of training, education, and understanding the most current editions of NFPA 921 and NFPA 1033.  
  
The 2021 ITC will feature many classes with world-renowned experts bringing the latest selection in seminar topics. In addition to expert discussions and programs specific to fire claims, fire investigation, research, and legal aspects, I will have the opportunity to meet the experts throughout the week and build my contacts and resource network.

The purpose of training is to have a positive effect on [list those entities that are relevant: fire investigators' / fire marshals' / agents' / attorneys' / adjusters'...] performance that will, in turn, have a positive effect on the department's workload efficiency and financial performance. A significant number of factors affect performance, but there is one key issue that is critical to understand. A [fire investigator/employee/agent/adjuster...] cannot perform their job well, make the correct decisions, and act in the best interest of the department if they do not know how to perform those tasks. No matter how great our managers are and how detailed and well thought out our policies and procedures, without sufficient training, there are significant limits on what can be accomplished. With that in mind, consider the cost of this conference compared to the price of one seriously mishandled [investigation / claim / customer interaction/...]. This conference is best suited to meet our training needs because it is presented by and for fire investigators and is designed specifically for professionals working with fire loss. There are other conferences that can benefit those working within the [fire service/insurance industry/ litigation]. However, the 2021 ITC is focused on fire loss, investigation, and is compliant with the most current editions NFPA 921 and 1033.

In addition to the seminars, I will be able to discuss investigation issues unique to the fire loss industry and compare solutions with other professionals. The number of vendors is limited and includes only those providing services specific to fire loss solutions.

With the current economic conditions, everyone in [our department] is being asked to do more and control costs wherever possible. This conference is a small investment in empowering me and others involved in fire investigation to do even more. The seminars will also allow me to share this information gained with other members of our department and enable us to handle [a particular client or project] with more professionalism and confidence, reflecting favorably on all of us.

Thank you for your consideration.

Sincerely,