



Justification Worksheet for
BOOST West Conference
November 14-16 • Las Vegas, NV

Research

What is the [Jackrabbit BOOST Conference](#)?

What are your organization’s top priorities?

What are your organization’s top challenges?

How can going to the conference help your organization attain its goals?

Estimate the Full Cost of Attendance

Registration \$ 249 per person

Travel (Airfare/Driving) \$ _____

Accommodations \$ _____

Transportation \$ _____

Per Diem/Meals \$ _____

Total Cost of Attendance \$ _____

Benefits & Goals

[BOOST Conference Agenda](#)

Session Takeaways _____

Networking Benefits & Goals _____

Pitch

[Request Attendance Letter](#)

Meeting

How will you share the information you learn at the conference?

How will you share the list of discussion and actionable items developed at the conference?

How will essential tasks get done and be contacted while you are away at the conference?
