

STEPS TO BUILD YOUR CASE

1 Identify Your Goals

Clarify how attending the 2026 ISPE Annual Meeting & Expo supports your professional development objectives and aligns with your team's needs.

2 Highlight the Benefits

Use the key reasons to attend—continuing education, industry insights, networking, and exposure to innovations—to demonstrate how your participation will add value to your role and organization.

3 Outline the Investment

Provide a clear breakdown of anticipated costs, including registration, travel, and accommodations, and explain why this investment offers a strong return.

4 Request Support

Ask for the time or support needed to attend, highlighting how it will help you contribute more effectively to key projects—while ensuring minimal disruption to daily work.

5 Personalize the Sample Justification Email

Align your justification with your manager's goals, showing how your attendance supports key business priorities.

6 Offer to Share Your Learnings

Describe how you will share key takeaways, new ideas, resources, and best practices with colleagues to extend the value of your participation across your team or organization.

SAMPLE BUDGET FOR ATTENDING

Breakdown anticipated expenses to present a clear and comprehensive financial request:

Registration Fees

Include the applicable rate (e.g., member, nonmember, or group) and highlight any available discounts or promotional offers.

Travel Costs

Estimate transportation costs such as airfare, train fare, mileage reimbursement, rental car, ride-share services, etc.

Accommodations

Provide estimated hotel expenses based on nightly rates and the duration of your stay.

Meals and Incidentals

Estimate daily meal and incidental costs per your organization's policy, noting that many meals are included with conference registration—helping reduce expenses.

Additional Expenses

Consider enhancing your conference experience with optional events, including the [2026 Facility of the Year Awards \(FOYA\) Banquet and Awards Celebration](#), the 17th Annual ISPE 5K Run/Walk, the Women in Pharma® Monday Night Networking Event, the Tuesday Night Celebration, and [post-conference training sessions](#).

[Click here to find essential travel information and tips.](#)

Planning to Attend Virtually?

Adjust your justification email and budget to reflect the reduced cost—no travel or accommodations required. You'll still gain access to select education sessions and valuable networking opportunities.

Watch Anytime: 90-day access to all session recordings, streamed or not.