

## What's in it for the Supervisor?

Use the tables below to figure out how much you'll spend to attend TESOL 2022 in person and how to explain how that expense will benefit your employer and your colleagues.

Expense	Cost
Convention registration	\$
Ticketed events (PCIs, Workshops)	\$
Flight	\$
Lodging	\$
Transportation (airport to hotel)	\$
Transportation (hotel to airport)	\$
Mileage reimbursement (if driving to conference)	\$
Parking reimbursement (at airport or hotel)	\$
Food per diem	\$
<b>Total Expense</b>	<b>\$</b>

Whew! Okay, now let's look more closely at the benefits of attending TESOL 2022 in person. Help your supervisor understand that your attendance will benefit not only you but your colleagues as well.

<b>Benefits of Attending TESOL</b>	<b>Employer Needs?</b>
Networking	
New knowledge, training, enhanced expertise	
New knowledge or training to share with colleagues	
Team-building (if sending a group)	
Learning about new technology and tools	
Learning new workplace processes	
Learning about the latest research	
Exposure to useful new products and services (Expo Hall)	

It might help to write out your answers before you talk to your supervisor. You should be able to answer all their questions. Their decision will likely depend on the information you provide and how well you sell the benefits of attending the Convention. Good luck!