

Start the conversation early.

For some organizations—particularly public agencies—international travel may require additional planning, documentation, or approvals. Use this worksheet to identify what your employer needs and begin building a clear, organization-focused case for attendance.

1. Know Your Organization’s Requirements

Clarify the process before you build a formal request.

Does international travel require additional approval?

When are travel/professional development budgets finalized?

What documentation is required?

Internal deadline for submitting a travel request

Who needs to approve attendance?

Potential funding source / budget code

Questions or requirements I still need to clarify

2. Connect the Meeting to Your Work

Link attendance to responsibilities, projects, or priorities your organization already has.

Current project, responsibility, or organizational priority

Skills, knowledge, or perspective I want to strengthen

Topics, sessions, tours, or other learning opportunities relevant to my work

Why this matters to my organization

Attendance Planning Worksheet

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Turn meeting participation into a clear organizational value proposition.

3. Estimate the Investment

Add estimates as registration, hotel, and travel information becomes available.

Expense	Estimated Cost	Notes
Registration		
Airfare / other transportation		
Lodging		
Ground transportation		
Meals and incidentals		
Other		
ESTIMATED TOTAL		

4. Define the Return

Specific organizational outcomes are more persuasive than general statements about conference value.

A current challenge or question I hope to gain insight on

A practice, approach, or solution I want to evaluate

People, agencies, or organizations I hope to connect with

How what I learn could support our team or current projects

5. Plan to Bring the Value Back

Show how the benefit of attendance can extend beyond one attendee.

- | | |
|---|--|
| ☐ Brief my team on key takeaways | ☐ Prepare a written summary |
| ☐ Share relevant technical resources | ☐ Share peer-agency examples |
| ☐ Recommend follow-up actions | ☐ Other: <input type="text"/> |

6. Your Next Step

Choose a concrete next action so planning keeps moving.

My next conversation is with

By this date

Information I still need from ITE

Information I still need from my employer

Start planning for Calgary now.

Use this worksheet to prepare for an early conversation with your employer.