

**ICFSEB**

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**ANNUAL MEETING  
JUSTIFICATION TOOLKIT**

## The International Conference of Funeral Service Examining Boards Annual Meeting Justification Toolkit

Each year The International Conference of Funeral Service Examining Boards hosts an Annual Meeting in which regulators, educators, and other funeral service professionals from the United States and Canada come together to learn from experts in the regulatory community, share best practices, and collect strategies for improving regulatory practices. The Conference understands and is mindful that within regulatory organizations, every expense and funding decision is an important one. In an effort to assist members in attending the meeting, The Conference Annual Meeting Justification Toolkit was developed. This multi-layered kit includes customizable documents and information to help demonstrate to boards and internal leadership the significant value your participation at the meeting will bring to your organization.

When you are compiling your proposal to the board and internal leadership, keep the following in mind:

- Specifically highlight the benefits you will bring back to the board/organization as a return on their investment.
- Use the information about sessions from The Conference's Annual Meeting information to outline some of the applicable sessions and current issues that will be featured.
- Offer to prepare a short presentation or summary report to deliver to leadership or fellow colleagues upon your return from the meeting. This will be an opportunity for your participation to benefit your whole board or department and increase the value of your attendance.
- Share meeting presentation slides and handouts with fellow regulatory colleagues. All meeting presentations are provided on The Conference website after each meeting. This resource can be invaluable well beyond the conference dates.
- Develop a plan for covering work responsibilities during the Annual Meeting and travel dates. With complimentary internet access throughout the property, you can still maintain contact and check email while attending the meeting.
- If you're in need of training or professional development opportunities, consider attending the Regulatory Board Service 101 workshop which was developed specifically for regulatory board members and staff.

Justifying, educating, and reporting the knowledge gained at the Annual Meeting will show the substantial value in your attendance. Outlining the specific costs and benefits associated with the meeting and volunteering to share those benefits with your colleagues help to make it easier for the board and leadership to approve. Please feel free to reach out if The Conference can be of any assistance in the approval process.

**Customizable Letter to Supervisor to attend Annual Meeting  
of the International Conference of Funeral Service Examining Boards**

Dear <supervisor's name>,

I am writing this letter to request approval of my attendance at the 2025 Annual Meeting of The International Conference of Funeral Service Examining Boards (The Conference), which will be held February 25-27, 2025, in Palm Springs, California. This annual educational conference, for state and provincial regulators from the United States and Canada, helps board members, staff, and fellow regulators identify emerging problems and solutions in funeral service regulation. The networking and problem-solving that occurs at this annual conference will provide our board with access to cost-saving ideas, advance warning about new challenges, and opportunities to pool resources with other boards.

Many regulatory-driven sessions will be offered that are directly applicable to the work of our board and are tailored to the <Insert your primary function here, *i.e. regulatory administration and policy, disciplinary and entry to practice issues, continuing competence, regulatory legal updates, etc.*> while also providing information on how to <insert benefits/lessons here, *for example: improve efficiency, maintain integrity and transparency, understand trends in the regulatory area, etc.*>.

Featured presentations are facilitated by experienced regulators, legal professionals in the regulatory community, exam development experts, and many others with unique perspectives on the role of professional and occupational regulation. There will also be opportunities for collaborative interaction and information exchange amongst attendees.

I have included a breakdown of the approximate costs to attend The Conference Annual Meeting, as well as a benefits worksheet that specifically addresses our current needs and indicates how attending this event can help provide the resources and support we need to fulfill our mission of public protection. I am seeking funding for the registration fee, travel expenses to the conference, and lodging and meals during the conference. A detailed cost breakdown is listed in the attached expense worksheet. I look forward to hearing your response regarding my proposal to attend.

Sincerely,

<your name here>

## Benefits & Expenses Worksheet

The below will provide you with a number of benefits to aid in justifying your attendance at The Conference Annual Meeting.

- Invaluable learning opportunities from experts in the regulatory field.
- Structured interactive sessions focusing on regulatory best practices.
- Awareness and valuable professional knowledge on obstacles facing the regulatory environment.
- Networking opportunities to enhance knowledge & form connections for professional support.
- Exposure to regulatory conversations concentrating on industry hot topics.

**In 2025, The Conference will be awarding one travel grant to each member board. Member boards can also inquire about applying for a second grant.**

The following will be covered by ICFSEB:

Airfare	Paid by ICFSEB
Food costs	Paid by ICFSEB
Hotel	Up to 4 nights paid by ICFSEB
Ground transportation	Paid by ICFSEB
Registration fee	Complimentary
<b>Total</b>	<b>Paid by ICFSEB</b>

Below is an estimate of the expected costs for additional members to attend from our board or staff to The Conference Annual Meeting. The estimate includes registration, transportation, lodging and food.

Airfare	\$
Food costs	\$
Hotel	3-4 nights at \$225 +tax per night
Ground transportation	\$
Registration <i>(includes breakfast &amp; lunch both days)</i>	\$550 <i>(+ add.\$200 if interested in optional board training session - complimentary if you have not previously completed board training with The Conference)</i>
Miscellaneous expenses	\$
<b>Estimated Total</b>	<b>\$</b>

# Annual Meeting of The International Conference of Funeral Service Examining Boards Sample Summary Report

## I. Send a Thank You note to leadership that includes:

- General information about meeting
- Goals and objectives including overview of what was learned
- Your appreciation for attendance

## II. Educational Goals

The goals that I set before attending the Annual Meeting are:

- {list goals here }

My participation met all of these goals and also gave me the opportunity to discuss regulatory issues, obstacles, and best practices with fellow regulators and funeral service professionals.

## III. Detailed Session Information

**Name of Session:**

**Presenter:**

**Summary:** {Summarize in your own words}

**My major takeaways:**

- {describe session, what was learned, and applicable to your board/organization}

**Action items(s):**

- {describe actions that you intend to pursue within your board/organization}

Repeat this for each session attended.

**Networking Opportunities**

**Networking event title:** {give description here}

(ex. Welcome Reception, District Meeting, etc.)

**Event summary:** {Summarize in your own words}

**My major takeaways:**

- {describe forum, best practices, and tips that were learned or re-emphasized}

**Action item(s):**

- {describe actions that you intend to pursue with information learned}