

JUSTIFICATION TOOLKIT



AALL 2022

ADVANCING JUSTICE FOR ALL

JULY 16-19, 2022

DENVER, CO

IS AALL 2022 ON YOUR EMPLOYER'S RADAR?

You won't know unless you ask!

AALL 2022 brings together collaborators from across the legal information profession for four days of innovation, tailored learning, and networking. It's where the legal information community goes for the latest, cutting-edge professional development, peer-to-peer connections, and to gather and exchange ideas and best practices. You will find educational programming, important announcements and updates, and discussions that directly impact your law libraries and you as a legal information professional.

Top reasons to attend:

1. Learn about timely, current, and future trends in legal research.
2. Explore the latest technologies and innovations coming to the legal information market in the [Exhibit Hall](#).
3. [Network and collaborate with colleagues](#) from around the country.
4. [Discover](#) the latest research, expand your knowledge, and find solutions to the problems you face every day.

BENEFITS OF ATTENDING AALL 2022

Learn

With more than [60 educational programs](#) planned over four days, you will return to your library energized and empowered with new innovative techniques and strategies to benefit your library and its users. The schedule of programming is designed to maximize your time away from the office. We have [identified](#) timely and pertinent programs to get your employer's attention, based on the library setting in which you work. Programs that would be beneficial regardless of library type include:

- [Training Early Career Librarians](#)
- [Creating Belonging: The Middle Managers' Role in Fostering Inclusive Environments](#)
- [All Boats Rise: Court Navigation Using Law Libraries](#)
- [Aggravation or Aggregation: Managing News Information Overload](#)
- [Critical Race Theory in Law Librarianship](#)
- [Incorporating User Experience Design and Design Thinking into Research Guide Development](#)
- [Beyond Yirka: Reimagining Our Footprint in the Workplace](#)

Discover

Meet face-to-face with vendors to learn about new products and services that will enhance your law library and your legal research skills. This is your chance to interact with vendors and discover the latest marketplace innovations. Vendors will be on hand to present their solutions to artificial intelligence, document delivery, legal publishing, eDiscovery, competitive intelligence, and much more.

Network

Get together and connect with people from a wide range of backgrounds, whom you may not encounter at your home workplace or institution. There are so many ways to make new connections with other AALL members—gain insight from the very people who understand the exact issues you face each day. This is the only event of its kind that is specifically designed by law librarians, for law librarians.

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MAKE A PLAN TO GET SUPPORT

Plan early

In addition to [advance registration discounts](#), planning early will enable you to obtain lower airfares and ensure availability at the conference hotel, which offers significant AALL discounts over standard room rates. An early request shows that you are a careful planner. [AALL Annual Meeting grants](#) and [SIS sponsored grants](#) are available to cover registration costs for the Annual Meeting or for [preconference workshops](#), but most application deadlines are in the spring. Many of AALL's [chapters](#) offer their own grants as well.

Formalize your request in writing

Support your request with concrete reasons for why you need to attend. (See sample memo on page 6.) Specifically identify what benefits your institution will obtain by your attendance at the conference. Which sessions meet objectives and provide learning opportunities that are of critical importance to your institution? ([See our lists of programs geared toward your type of library](#). Prepare a list of [exhibitors](#) that you want to meet with to discuss their products and why.

Prepare a budget for the cost of attending

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. Some common expenses include airfare, housing, transportation, and food/beverage. Here's a moneysaving tip, consider sharing a room with a colleague or friend and look at flights during multiple times of the day, if you live within driving distance, consider driving over flying, etc.

Involve your staff

Share conference information and ask them for input on which education programs would benefit them. Offer to share access to the conference recordings after the event.

Share conference materials with your employer

Ask for input on which programs and vendor information they feel would benefit the law library. ([See our lists of programs geared toward your type of library](#).)

While you are out of the office

Determine how and whether you will be accessible during your time away from the office. Explain how coverage will be maintained while you're away.

NO TIME FOR REST WHEN YOU RETURN

- Maintain an action list of ideas you want to implement or develop further when you return.
- Summarize this list and provide an executive report for your employer. By doing so, you demonstrate the value in attending and plant the seeds for attendance at future annual conferences.
- Share ideas and vendor information with colleagues and staff.

The Power of One New Idea

Emphasize the most important thing that you learned as a result of attending and share it with colleagues and staff. Show how the power of just one new idea (e.g., a change in procedure or policy, learning a new best practice, discovering a new product or service) made the investment of attending the Annual Meeting & Conference worth it!

IDENTIFY HOW MY ATTENDANCE WILL MEET MY ORGANIZATION'S NEEDS

Use the following table to help you determine how your attendance will meet the needs of your organization. (See example below.)

CURRENT NEED	HOW ATTENDING AALL 2022 WILL MEET THOSE NEEDS
Spend time focusing on my professional development goals.	Attend programs focused on leadership skills and similar programing designed to define and focus my skills and goals.
Learn practical solutions for implementing impactful and measurable diversity, equity, and inclusion strategies.	Participate in several programs from thought leaders that have been successful in implementing effective diversity, equity, and inclusion strategies.
Enhance my leadership and management skills.	Attend relevant sessions that will help build leadership and management skills, including the session on "Leading Remote Teams"
Gain insights into the latest technologies and advancements within the profession.	Attend cutting-edge programs, such as the Cool Tools Café , that discuss the latest trends in legal technology and innovation within the profession.

Now it's your turn! Use the table to enter current needs unique to your organization.

CURRENT NEED	HOW ATTENDING AALL 2022 WILL MEET THOSE NEEDS

REGISTRATION

To take advantage of member pricing, [join AALL](#) today. Retired individuals and students may register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember retired or student rates.

Early bird: Register and pay by May 20, 2022 | Standard: Register and pay after May 20, 2022 (by July 15)

AALL INDIVIDUAL MEMBER	NONMEMBER INDIVIDUAL	AALL MEMBER RETIRED/STUDENT	NONMEMBER RETIRED/STUDENT
Early bird: \$695.00 Standard: \$795.00	Early bird: \$995.00 Standard: \$1095.00	Early bird: \$125.00 Standard: \$225.00	Early bird: \$175.00 Standard: \$275.00

BOOK YOUR HOUSING

Hyatt Regency Denver at Colorado Convention Center
650 15th Street, Denver, CO 80202

PRICING*

Single (1 person): \$229/night
Double (2 people): \$229/night
Triple (3 people): \$254/night
Quad (4 people): \$279/night

**Listed rates are subject to state and local taxes and occupancy taxes.*

Located one block from the 16th Street Mall and walking distance to Denver Center for the Performing Arts, the Hyatt Regency Denver offers a stylish stay with access to the 27th-floor Peaks Lounge, the highest-rising lounge in the city with spectacular Rocky Mountain views. Perhaps best of all, the hotel is located across the street from the Colorado Convention Center.

Book your stay in Denver early at the [Hyatt Regency Denver](#) at discounted room rates for AALL 2022 attendees. These reduced rates end June 23 or while availability lasts. [Make your reservations online](#) or call 1.800.233.1234 and reference Group Code: **G-LIBR**.

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MAKE THE ASK & RECEIVE APPROVAL TO REGISTER

SAMPLE MEMO TO YOUR EMPLOYER

Here is a template you can use to convince your employer to support your attendance at AALL 2022.

New message — ↗ ✕

To Powers That Be Cc Bcc

Subject Attendance at the AALL Annual Meeting & Conference

Describe AALL and the Annual Meeting & Conference

- Date, time, and place of the event.
- AALL is the only professional organization for law librarians.
- Describe networking opportunities.
- Legal information vendors often debut new products and services at this event.

Describe How You Would Spend Your Time

- List four or more specific programs directly related to your work that you plan to attend, along with a brief discussion of why they will help you. ([See all program descriptions, as well as those geared toward your type of library](#)).
- Describe vendor issues that may be best addressed with an in-person meeting.
- List any leadership, SIS, or other AALL-related activities you plan to attend along with a discussion of why they are important.

Budget

- List estimated budget, including [registration](#), [hotel](#), transportation, and meals. Remember that Friday travel may be required because workshops are held on Saturday.

Conclusion

- Respectfully state when you need a decision, reminding employers that late registration will cost more.

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