

JUSTIFICATION TOOLKIT



MAP OUR FUTURE

AALL 2023

BOSTON • JULY 15-18

WE WILL HELP YOU GET TO BOSTON FOR AALL 2023!

You won't know unless you ask!

AALL 2023 will bring together collaborators from across the legal information industry for four days of innovative tailored learning and networking. During this Conference, you will have access to inspiring speakers, interactive programs, and unparalleled opportunities for professional development.

Why attend?

1. **Learn** about timely, current, and future trends in legal research.
2. Explore the latest technologies and innovations in the **Exhibit Hall**.
3. **Network and collaborate with colleagues** from around the country.
4. **Expand your knowledge** and find solutions to the problems you face every day.

BENEFITS OF ATTENDING AALL 2023

Learn

With more than **65 educational programs** planned over four days, you will return to your library energized and empowered with 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 are beneficial regardless of library type include:

- Are You Ready? Succession Planning Done Right
- Where Do We Draw the Line In Making "Highly Sensitive" Information Available or Not?
- Hunting and Gathering on the Legal Information Savannah
- Leveraging User Data to Increase & Improve Engagement
- Discovering Diversity through Linked Data
- Map Your Future as a Confident Public Speaker
- Hear Me Out! Concise Communication for All Law Librarians
- Get Out the Map: Finding Our Way Toward a Stronger Professional Pipeline

Explore

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 opportunity to interact with vendors and discover the latest marketplace innovations. Vendors will present their solutions to artificial intelligence, document delivery, legal publishing, eDiscovery, competitive intelligence, and so much more.

Network

Connect with professionals from a wide range of backgrounds—gain insight from the very people who understand the 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 hotels, which offer significant AALL discounts on 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 programs 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 begin to justify conference expenses, you need to calculate what those expenses are. Some common expenses include airfare, housing, transportation, and food/beverage. One money-saving 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 educational programs might benefit them. Offer to share what you have learned in a formal presentation with your co-workers and staff.

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 library type](#).)

While you are out of the office

Determine whether you will be accessible during your time away from the office. Explain how coverage will be maintained while you are 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!

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 12, 2023 | **Standard:** [Register](#) and pay after May 12, 2023 (by July 14)

FULL CONFERENCE REGISTRATION

AALL INDIVIDUAL MEMBER Early Bird: \$795 Standard: \$895	NONMEMBER INDIVIDUAL Early Bird: \$1,095 Standard: \$1,195	AALL MEMBER RETIRED/STUDENT Early Bird: \$175 Standard: \$225	NONMEMBER RETIRED/STUDENT Early Bird: \$275 Standard: \$325
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PER-DAY CONFERENCE REGISTRATION

AALL MEMBER Early Bird: \$395 Standard: \$495	NONMEMBER Early Bird: \$595 Standard: \$695
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HOUSING

Due to a change in hotel circumstances, details for the AALL hotel room block will be released soon. We will communicate with you once this information is available. Thank you for your patience.

IDENTIFY HOW 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 2023 WILL MEET THOSE NEEDS
Spend time focusing on my professional development goals.	Attend programming focused on enhancing my skills and goals.
Learn practical solutions for implementing impactful and measurable diversity, equity, and inclusion strategies.	Participate in programs from thought leaders who have been successful in implementing effective diversity, equity, and inclusion strategies, including the "Diversity and Inclusion Committee Symposium: Are We Neglecting Inclusion?"
Enhance my leadership and management skills.	Attend relevant sessions that will help build leadership and management skills, including the session on "Are You Ready? Succession Planning Done Right."
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 2023 WILL MEET THOSE NEEDS

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 2023.

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. [e.g., July 15-18, 2023 in Boston, Massachusetts]
- AALL is the only professional organization for law librarians.
- Describe networking opportunities. [Over 1,200+ law library professionals expected to attend.]
- 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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