



## Justification Toolkit

Welcome to the NRPA Annual Conference Justification Toolkit! This toolkit is designed to assist you in presenting a compelling case for attending the 2025 NRPA Annual Conference in Orlando, Florida, September 16-18, 2025. Below are resources to help you outline the benefits, estimate costs and customize your agenda for the conference.

### NRPA Annual Conference Benefits:

- **Professional Development:** Gain insights from industry experts, participate in workshops, and attend educational sessions to stay abreast of best practices and emerging trends.
- **Networking Opportunities:** Connect with peers, leaders and vendors from across the country, fostering collaborations and partnerships that can benefit your organization.
- **Innovative Solutions:** Explore the latest products, technologies, and strategies showcased in the exhibit hall, providing inspiration and ideas for improving your operations.
- **Continuing Education:** Earn Continuing Education Units\* (CEUs) and certifications through participation in accredited sessions, enhancing your professional credentials and expertise.

*\*Earn up to 1.4 Continuing Education Units (CEUs) by attending the in-person or virtual conference. CEUs can be earned based on the number of sessions attended during the 2025 NRPA Annual Conference and sessions viewed virtually/on-demand by November 17, 2025. Attendees can earn .04 CEUs for each Speed Session and .1 CEUs for each 1-hour education session. Attendees are required to attend entire sessions and complete session evaluations to obtain CEU credit. CEUs earned at pre-conference workshops (PCWs) and off-site institutes (OSIs) will count toward the 1.4 Conference CEU maximum.*

## Estimated Attendance Cost:

Use the expense worksheet below to help develop a cost estimate for attending the 2025 NRPA Annual Conference:

| Expense  | Guideline  | Cost |
|--|--|------|
| <a href="#"><u>Conference Registration</u></a> | View NRPA's registration rates on the registration webpage.  | \$   |
| <b>Flight</b>                                  | Try a web travel service to get a quick estimate.  | \$   |
| <a href="#"><u>Lodging</u></a>                 | View NRPA's hotel block rates on our hotel information webpage.  | \$   |
| <b>Transportation</b>                          | Ride share, car rental, taxi, etc.   | \$   |
| <b>Food per diem</b>                           | GSA M&EI Total is \$80 per day for Orlando.<br><br><i>Full Registration packages include a meal at the Opening Reception and lunch in the exhibit hall on Wednesday.</i> | \$   |
|  | Total  | \$   |

## Justification Attendance Letter:

Below is a template to send to your supervisor or employer to explain the benefits of attending the NRPA Annual Conference. You may copy all or any portion of the template to use. Remember to customize the letter with specific details about your role, organization and reasons for attending the conference. Be sure to include the benefits and estimated costs above when sharing this letter. Good luck!

[Date]

[Supervisor's name]

[Title]

[Company name]

[Postal Address]

[City, State, Zip]

Dear [Employer's Name],

I am writing to request approval to attend the 2025 National Recreation and Park Association (NRPA) Annual Conference, scheduled to take place September 16-18, in Orlando, Florida. As a [Your Position] at [Your Organization], I believe that attending this premier event will provide valuable insights, resources and networking opportunities that will greatly benefit our organization's goals and initiatives.

The NRPA Annual Conference is widely recognized as the leading gathering for professionals in the parks and recreation field. Here are some key reasons why my attendance would be beneficial to our organization:

1. **Professional Development:** The conference offers a diverse range of educational sessions, workshops and keynote presentations led by industry experts. By attending, I will have the opportunity to stay abreast of the latest trends, best practices and innovative strategies relevant to our work.
2. **Networking Opportunities:** The conference provides a platform for networking with peers, leaders and vendors from across the country. Building relationships with other professionals in our field can lead to valuable collaborations, partnerships and knowledge-sharing opportunities.
3. **Innovative Solutions:** The exhibit hall showcases the latest products, technologies and services available to enhance our parks and recreational facilities. Exploring these offerings firsthand will provide inspiration and ideas for improving our operations and enhancing the experiences of our community members.
4. **Community Impact:** By attending sessions focused on community engagement, health and well-being initiatives, and inclusivity, I will gain insights into strategies for better serving our community and meeting the diverse needs of our residents.

Enclosed is a detailed justification toolkit that outlines the estimated costs, anticipated benefits, and a proposed agenda for my attendance at the NRPA Conference. I am confident that the return on investment from this professional development opportunity will far outweigh the associated expenses.

I am committed to maximizing the value of my attendance by actively participating in sessions, networking events and knowledge-sharing opportunities throughout the conference. Upon my return, I will provide a comprehensive report summarizing key takeaways, actionable insights and recommendations for implementing new ideas within our organization.

Thank you for considering my request to attend the 2025 NRPA Annual Conference. I am eager to further discuss how this opportunity aligns with our organization's priorities and objectives. Your support in enabling my professional development is greatly appreciated.

Sincerely,

[Your Name]