

Conference Cost/Benefit Worksheet:

Costs

- The registration fee includes a light evening reception on Monday, lunch and refreshment breaks on Tuesday, and breakfast and two afternoon snacks on Wednesday. The registration fee is \$535 USD for members (\$735 for non-members) until October 18th. Pre-con session is \$280 for members (\$335 for non-members).
 - Out-of-pocket food costs will be \$_____USD
- Per Diem (Meals) - see [Tempe, AZ rates](#) \$_____USD
- Transportation costs will be approximately \$_____USD
- HEPNet has offered discounted hotel rooms. The rate is \$239 + tax rate at the conference hotel. Rates are available for Sunday through Thursday. The cost for my hotel will be \$_____ plus tax.

Total estimated cost for registration/food/travel/housing, including parking at the airport and transportation to/from the conference venue, is \$_____USD

Benefits

1. List the sessions you plan on attending and the key points that they will cover (you can get this information from the conference website). Be sure to tie these back to issues your organization faces with its youth protection program. *See the schedule [here](#).*
2. Pre-Con Sessions will happen on November 2nd from 1-4:30pm before the welcome reception. If you would like to attend one of the pre-conference sessions, you can include this information: There are also three very robust pre-conference sessions available.
 - Pre-Con 101 goes through how to get started on creating a youth protection program. It will give an overview of what components are part of a program and the compliance involved in managing it.
 - Pre-Con 202 gives a deep-dive into the next level of the ongoing management of your youth protection program. It will discuss compliance, getting buy-in, policy cycles, and finding your resources within your work.
 - Pre-Con Hot Topics will go through current hot topics in the industry. It will give the context and trends for the most pressing topics in your work right now: AI, athletics, and training.
3. Include the Happy Hour sponsored by CampDoc on Tuesday and dinner pods on Wednesday evening, as this will provide you with ample opportunity to pick the brains of others and brainstorm together on current issues, all while building your network.
4. List the key vendor issues you have – i.e. need a new vendor, or are interested in replacing a current one – and the vendors you plan on meeting with during the conference. *See Sponsors [here](#).*

Sample Letter to submit to your supervisor

To: Supervisor/Manager or Board, etc.

I would like to attend the Higher Education Protection Network's Conference, scheduled for November 2-5, 2026 in Tempe, AZ. This event, as you may know, is designed to address the issues and challenges facing higher education institutions in terms of youth protection, a top risk at most universities. As the ONLY conference in the nation that

focuses solely on youth protection in higher education, the conference draws participants who want to learn about innovative products and current trends in the field of youth protection. This is the only time and place to meet this specific group face-to-face and network.

There are several topics being addressed that I feel are highly relevant to our youth protection challenges and could provide us with the opportunity to improve the effectiveness of our program:

- Risk Management
- Getting buy-in
- Hazing prevention
- Early safeguards and safety culture
- Operationalizing Youth Program Quality
- Audits and compliance
- Using annual report data for funding and staffing
- Successfully working with third parties, athletics, and 4-H
- Approaches for student organizational youth engagement
- Numerous networking opportunities
- More opportunities to be announced

In addition, a good number of exhibitors are scheduled to attend. As you know, we are currently facing the challenges of [training, compliance registration systems, medical management, risk management, background checks, consulting, etc]. There will be vendors available that can help us with these issues. This will provide the opportunity to efficiently meet with several providers who may be a fit for us.

The total estimated cost for my attendance is \$_____. I hope you will approve this investment in our youth protection program.

Sincerely,

Your Name