**AAML Annual Meeting Justification Worksheet**

The Annual Meeting of the American Academy of Matrimonial Lawyers (AAML) is the premier event for family law attorneys and AAML Fellows. Hundreds of the most prestigious family lawyers engage in cutting-edge sessions offering CLE opportunities.

Use this worksheet to create a personalized plan that meets your specific needs and creates a compelling case for your attendance.

**Identify the Benefits**

|  |  |
| --- | --- |
| **YOUR FIRM’S NEED** | **AAML ANNUAL MEETING OFFERING THAT MEETS NEED** |
| Improve client experience and retain existing clients. |  |
| Gain insights into the latest topics and trends for family law practice. |  |
| Knowledge of recent developments in family law practice. |  |
| Demonstrate return on investment of training in family law practice. |  |
| Learn best practices from and develop relationships with leaders in the Family Law profession. |  |
| Other: |  |

# Calculating Expenses

Your proposal to attend the AAML Annual Meeting should include the anticipated cost to your firm. The following worksheet helps identify the common expenses associated with attendance.

|  |  |  |
| --- | --- | --- |
| **EXPENSE** | **NOTES** | **ESTIMATED COST** |
| AAML Annual Meeting Registration | Fellow - $1,200 Non-Fellow Attorney - $1,600 Non-Fellow Non-Attorney - $2,499 | $ |
| Airfare | Estimate based on current airfare prices | $ |
| Hotel | $295/night at the Loews Hotel Chicago | $ |
| Ground Transportation | Taxis or ride share, etc. | $ |
| Food Per Diem | Meeting fee includes group breakfast | $ |
| SUBTOTAL | | $ |
| **OPTIONAL EXPENSES** | | |
| Smooth Sailing Soiree: A Yacht Rock Reception | $250 ea. | $ |
| Guest Pass | $299 ea. Limited to non-industry friends and family of attendees | $ |
| GRAND TOTAL | | $ |

# Justify Your Attendance

Use this customizable letter to make the case for convention attendance to your supervisor.

## To:

**From:**

**Date:**

**Subject: Upcoming Professional Development Opportunity - AAML Annual Meeting**

I am interested in attending the 2024 AAML Annual Meeting in Chicago on November 6-9. This event is the premier meeting of family lawyers across the country and is hosted by the highly respected and well-known Academy of Matrimonial Lawyers (AAML).

The AAML Annual Meeting is an opportunity for me to participate in cutting-edge CLE sessions on the latest issues impacting today’s family law practice. It will equip me with actionable information, solutions, and professional connections to advance my family law practice.

[Insert one or more needs of your firm and the benefits outlined in the worksheet on page 1]

I am seeking [insert organization’s name]’s support for registration, travel, food, and lodging for the AAML Annual Meeting. I understand my attendance at the meeting is an investment of both time and money, so I have outlined my anticipated expenses and the return on investment below.

## Airfare:

**Hotel:**

**Ground Transportation: Meals:**

**Meeting Fee:**

The total cost, including all CLE and travel costs, is approximately [$insert your estimated figure].

After the meeting, I will look forward to providing you and the others with a full summary outlining the lessons I learned and my recommendations for how we can implement them. I’m confident my attendance at the event will present substantial benefits for myself and the firm.

I appreciate your consideration of my request and look forward to discussing it with you at your earliest convenience.

Sincerely,

[Your Name]