**2020 ACC Xchange—Justification Letter—In-house Counsel**

**[Please customize.]**

Dear <Insert supervisor’s name>,

I would like your approval to attend ACC Xchange 2020, April 19-21, in Chicago, Illinois. This experiential conference offers a fascinating line-up of educational sessions with paths for in-house counsel and legal operations professionals. Through the innovative format of Xchange, the two professional paths will converge in multiple ways, including sessions and networking opportunities. By bringing together complementary professions to exchange ideas and best practices, Xchange 2020 cultivates a unique educational and networking environment and a fresh take on how to deliver our in-house legal services more effectively.

Here’s why attending the ACC Xchange such a valuable investment:

1. **Advanced**, **practical**, **interactive**, **member-driven** education**.** Sessions cover M&A due diligence and risk management, compliance, contract management, eDiscovery privacy programs, legal operations, outside counsel diversity, and sustainability issues, and more to help me become an indispensable business advisor for our company.
2. **A personalized curriculum.** I can customize my educational experience to hone-in on our company's most pressing issues and responsibilities.
3. **Tech Talks** will give me an insider look into in-house tailored legal tech and how their expanding capabilities can increase our efficiency.
4. **Innovative instructional design** and practical course takeaways will strengthen, and add a new dimension to, my level of understanding and retention to help us deliver our in-house legal services more efficiently and effectively.
5. **Unparalleled networking.** I would gain the opportunity toshare ideas and exchange experiences with colleagues from a wide variety of companies.
6. **CLE/CPD credit.** I would advance my professional development and gain the recertification credits that I need to continue to elevate my legal expertise and stay current on relevant legal issues that may affect our company.

Upon my return from the ACC Xchange, I will share many of the best practices, skills, and tools I learned with the team to help fuel our success.

I’ve provided a breakdown of approximate costs to attend the ACC Xchange and a features and benefits worksheet that specifically targets our company’s current needs and how attending this event can help provide answers for our business objectives.

I’m sure that you will agree that my attendance at the ACC Xchange is an excellent use of my time and will provide a good return on investment for our organization. Thank you for your consideration.

Best regards,

<your signature>



**MAKE THE CASE**

JUSTIFICATION DASHBOARD

Complete the following form and share it with your supervisor.

**Who is going to be there?**
*What relationships will you gain? Are there meaningful connections you can make?*

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**Who are there influencers that will be there?**

*What differentiates this meeting? What are you getting here that you can’t get somewhere else?*

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**What is being said about this conference?**
*What makes this event so compelling?*

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| *"The Xchange is appropriately named—it provided exchange of ideas, best practices, and collegial encouragement."* Constancia Carter In-house Counsel, Iconex**Xchange 2019 Got Rave Reviews*** 94% program content satisfaction
* 99% satisfaction with networking opportunities
* 90% likely to attend again
* 94% would recommend Xchange to peers
* 94% liked the combined presence of in-house counsel and legal ops professionals
* 93% of attendees felt they received sufficient ROI for their time and money
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**List at least four of the sessions, you plan to attend.**

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**1.**

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**2.**

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**3.**

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**4.**

**What answers can you find there for problems your company and legal team are trying to solve?**
*List session names, speakers, exhibitors, etc.*

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**How will you value the experience of this meeting?**

*The cost of the problems you are trying to solve, the answers you are looking for, the people you will*

*meet, the CLE/CPDs you will earn, etc.*

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**What is the cost of you attending the meeting?**

*Registration, hotel, travel, etc.*

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