**2020 ACC Xchange—Justification Letter—Legal Operations**

**[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 both legal operations professionals and in-house counsel. 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 that offers a fresh take on how to deliver our services more efficiently and effectively.

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

1. **Advanced**, **practical**, **interactive**, **member-driven** **education.** Legal operation sessions cover outside counsel management, advanced technology, contract management, fixed fee arrangements, and more to help me do my job more effectively and efficiently.
2. **A personalized curriculum.** I can customize my educational experience to hone-in on our company's most pressing issues and responsibilities.
3. **The Legal Ops Boot Camp** helps those standing up a legal ops function get up-to-speed quickly.
4. **Tech Talks** will give me an insider look into in-house tailored legal tech and how their expanding capabilities can increase our efficiency.
5. **Innovative learning formats and soft skills development.** Xchange 2020 provides me with an immersive and interactive environment with many different networking and learning opportunities to enhance my overall learning experience.
6. **Interaction with law department leaders** through speed networking, roundtables, and speaking opportunities where we can show off our legal operations prowess.

Upon my return from the ACC Xchange, I will share many of the best practices, skills, and tools I have 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 the 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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| *“This was such an amazing event! The community is a perfect resource to guide you towards building a more efficient legal team. The transparency of each speaker, sponsor, and attendee is an energy alone that makes you feel better.”*  Dawn Webster  Legal Operations Manager, Milliman Inc.  **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 enough ROI for their time and money |

**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 organization is 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, etc.*

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

*Registration, hotel, travel, etc.*

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