

Step 1:**OBJECTIVES WORKSHEET**

I plan to achieve the following three objectives:

(Example for Operators – I plan to take back three innovative and trending ideas to implement in the plant. Example for Suppliers – I plan to make at least three connections with decision makers that could lead to new business.)

Objective 1	
Objective 2	
Objective 3	

Step 2:**COST WORKSHEET - Member**

Category	Cost
Registration: The registration costs \$1,000.00 , but can be reduced to \$700.00 by registering and staying in the AFPM hotel block before September 1 .	\$700.00
Flight: Covers round-trip airfare from location to location .	\$
Hotel Accommodations: AFPM offers discounted hotel rooms. Rates range as low as \$239.00 per night (plus taxes, currently at 15%). Hotel cutoff is September 1, 2017. <i>[0.15 x (hotel rate) x number of nights]</i>	\$
Local Transportation Estimate or Mileage Cost/Parking/Toll Estimate: Car rental, taxis, or other estimated transportation costs while in Austin, or estimated reimbursement of miles, parking fees, and tolls if self-driving. Taxi from airport to hotel ~\$32 one-way.	\$
Food Per Diem: The registration fee includes lunch on Monday and Tuesday and heavy reception food on Sunday and Monday helping to reduce meal expenses.	\$
TOTAL ESTIMATED COST: \$	

COST WORKSHEET – Non-Member

Category	Cost
Registration: The registration costs \$1,600.00 , but can be reduced to \$1,300.00 by registering and staying in the AFPM hotel block before September 1 .	\$1,300.00
Flight: Covers round-trip airfare from location to location .	\$
Hotel Accommodations: AFPM offers discounted hotel rooms. Rates range as low as \$239.00 per night (plus taxes, currently at 15%). Hotel cutoff is September 1, 2017. <i>[0.15 x (hotel rate) x number of nights]</i>	\$
Local Transportation Estimate or Mileage Cost/Parking/Toll Estimate: Car rental, taxis, or other estimated transportation costs while in Austin, or estimated reimbursement of miles, parking fees, and tolls if self-driving. Taxi from airport to hotel ~\$32 one-way.	\$
Food Per Diem: The registration fee includes lunch on Monday and Tuesday and heavy reception food on Sunday and Monday helping to reduce meal expenses.	\$
TOTAL ESTIMATED COST: \$	

Step 3:
BENEFITS WORKSHEET

Action	Benefit
Attend Q&A sessions (topics include Hydroprocessing, Gasoline Processes, Crude/Vacuum Distillation & Coking, FCC, Automation & Controls, Operations Planning & Scheduling, and Reliability & Safety). See sessions listed below.	Learn through questions directly submitted by industry colleagues as peers and experts share operating practices and technical challenges in key areas of interest and operator experiences in resolving them.
Attend Cybersecurity sessions. See sessions listed below.	Subject Matter Experts provide in-depth knowledge focusing on contemporary cybersecurity topics including industrial control systems, ransomware, risk management, the industrial internet of things, and supply chain security.
Attend Principles & Practices sessions (topics include Profitability, Hydroprocessing, Gasoline, FCC, Crude/Coking, and Emerging Leaders. See sessions listed below.	Industry experts lead discussion-oriented sessions addressing the fundamentals of good operation and the foundation principles for the technologies that are commonly employed.
Create a list of all operating company and supplier contacts I plan to meet with based on the registration list. See contacts listed below.	I will network with these contacts to discuss best practices or prospect for business.
Attend AFPM's Operations & Process Technology Summit.	As an operating company or supplier, I will be provided with a marketplace full of networking, tools, ideas, education and demonstrations for the refining and petrochemical industry professional.

SESSIONS AND CONTACTS

I plan to attend the specified sessions listed below. These sessions will assist me in achieving my goals set in my objectives, gain insight from veterans in the industry, meet and network with industry professionals while learning new best practices and tools to bring back to the office and apply right away. (List all sessions you plan to attend as well as the session learner objectives, speaker, and indicate how the session will benefit you or your organization.)

Session Title	Expected Benefit
Session 1	
Session 2	
Session 3	
Session 4	
Etc.	

Contact/Vendor List	Expected Benefit
Contact 1	
Contact 2	
Vendor 1	
Vendor 2	
Etc.	



COVER LETTER TO SUPERVISOR

Date

Dear **Name**,

I would like to attend the 2017 AFPM Operations & Process Technology Summit, October 2-4 in Austin, TX. The conference will enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from around the world.

Many of the presentations are tailored and will provide me with tools to reduce costs, improve refinery operation by learning from other operating companies, and provide opportunities for asking questions directly related to technical challenges we may face. In addition, the tabletop exhibition will offer a diverse marketplace in which I can identify new products, potential partners, and find valuable resources for solving plant problems and improving performance. I am seeking approval for registration fees, travel expenses to the conference, and hotel accommodations during the event. A detailed cost breakdown is included below.

After reviewing the conference brochure, I have identified a number of education sessions and have listed those on the attached worksheet. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I chose each presentation because it directly relates to an issue we currently face.

The full price conference fee is **\$xxx.xx**, but can be reduced by registering before the early discount deadline of September 1, 2017. My estimated costs for attending the conference, including registration, airfare, hotel, and other expenses is **\$xxxx.xx**.

Upon my return from AFPM's Operations & Process Technology Summit, I will plan to report on how I will be able to apply what I learned. I will tie these learnings to our organizations short-term and long-term goals, budget, and strategic plan. I assure you that by attending this event, I will provide added value to our company.

Sincerely,



2017 AFPM Operations & Process Technology Summit Post-Event Report

Attendee Name	
Attendee Title	
Department	
Event Summary	AFPM's Operations & Process Technology Summit is a unique industry meeting where attendees share operating and technical challenges and their experiences in resolving them.
Event URL	http://www2.afpm.org/forms/meeting/Microsite/OPT17,0
Goals Met <i>Identify specifically what was brought back to the organization relevant to your business goals as payback for conference investment.</i>	
1	
2	
3	

Cost Summary

	Budget	Actual
Registration Fee	\$	\$
Flight	\$	\$
Hotel	\$	\$
Transportation	\$	\$
Meals	\$	\$
TOTAL	\$	\$

Convention ROI

Please reference the sessions you attended and the notes you took onsite. Insert additional session fields as needed by copying and pasting table.

Session Title and Presenter	
Session Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	

Networking ROI

Please reference the notes you took onsite for your networking opportunities. Insert additional briefing fields by copying and pasting table.

Name/Title/Company	
Discussion Focus	
Discussion Summary	
Major Takeaways	
Action Items Identified	
Estimated Impact	

Business Relationships

Include contact information for all presenters, customers, exhibitors, and attendees that would be useful for your company to contact post-event to address your business priorities. Insert additional contact fields by copying and pasting table.

Name:	Contact Details:
Description	

Exhibitor ROI

List vendor solutions that you researched onsite for post event follow-up that align with business priorities. Insert additional vendor fields by copying and pasting table.

Exhibitor Name:	
Solution of Interest:	
Contact Name:	Contact Details:
Description	

Summary

Outline additional details on the ROI value to you and your company. In your summary, we suggest offering to train others on what you learned and include the date/time of your planned briefing in the space below.