**Attendance** **ROI Toolkit**

The **Exchange25 Education & Solution Summit** is geared to help environmental services professionals network, share information, create connections and learn more about health care environmental services. Attendees can learn new and emerging strategies, find solutions to long-standing challenges and become informed about best practices.

Exchange25 will prepare you for what comes next and help you position yourself and your department as strategic leaders at your organization. Connect with EVS professionals from every stage in their careers and get the information and tools you need to elevate your environmental services department.

To make the most of your experience, and to provide tangible takeaways about the value of your attendance, use the following attendance return on investment (ROI) toolkit. It will help you set goals and clearly define objectives so you can justify your departments’ investment with all the ways you and your organization will benefit.

The **AHE 2024 Exchange Education & Solution Summit** is geared to help growing professionals’ network, share information, create connections and learn more about health care environmental services. Professionals can learn new and emerging strategies, find solutions to long-standing challenges and become informed about best practices.

Exchange24 will prepare you for what comes next and help you position yourself and your department as strategic leaders at your organization. Connect with EVS professionals from every stage in their careers and get the information and tools you need to elevate your environmental services department.

To make the most of your experience, and to help provide tangible value of your attendance, use the following attendance return on investment (ROI) toolkit. It will help you set goals and clearly define objectives so you can easily justify the investment with all the ways you and your organization will benefit.

**Top 20 Products & Services of Interest**

1. Bed, patient & equipment tracking
2. Carpet care
3. Carts & equipment
4. Cleaning chemicals & supplies
5. Disaster response
6. EPA hospital-grade disinfectants
7. Flooring & floor finishes
8. Furniture
9. Integrated pest management
10. Interior finishes
11. Laundry
12. Medical waste
13. Odor control
14. Paper products
15. Productivity/staffing
16. Restroom supplies
17. Sharps containers & disposal
18. Uniforms
19. Waste management & recycling
20. Window treatment

**Attendee Profile**



83% **of attendees are leading EVS influencers in their organizations,**

**with job titles of manager, director or above.**

80% **of attendees are facility-based employees.**

45% **of attendees report more than 10 years of working in an EVS related field.**

**Justification Letter Worksheet #1**

***How to use****:* Respond to the prompts on this page to compile key data points and information to include in an attendance justification letter to your supervisor (also included in this toolkit).

Health Care Specific Procedures

What topics related to health care specific procedures is our organization trying to better understand and improve?

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| --- |
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Learning Opportunities

What three learning opportunities can I find or create (a session, a speaker, a person to meet, topic to learn more about, etc.)?

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Emerging Innovations, Technologies & Techniques

What three emerging innovations, technologies and techniques can I learn about and operationalize to help support the work my organization does?

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**Justification Letter Worksheet #2**

***How to use****:* Complete the lists on this page to compile key partnership opportunities to include in an attendance justification letter to your supervisor (included in this toolkit below).

Current Suppliers or Clients

List your organization’s current suppliers that will be exhibiting at the Exchange25 Summit and your goals for interactions with them while attending the event. [See Current 2025 Exhibitors.](https://smithbucklin.expocad.com/Events/25ahe/index.html#floorplan)

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| --- | --- | --- | --- |
| Supplier/Client | Partnership Goal | Product or Education | Solution |
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Potential Suppliers or Clients

List the potential suppliers your organization is considering working with that will be exhibiting at Exchange25 and your goals for interactions with them while attending the event.

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier/Client | Partnership Goal | Product or Education | Solution |
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**Justification Letter Template**

***How to use****:* Update all highlighted sections using the information you formulated in worksheets #1 and #2 to customize this letter for your supervisor. Make sure to delete anything that is not applicable to you (these instructions included) and remove the highlights before you send.

<Date>

Dear <Supervisor’s Name>,

I am seeking your support for my attendance at the **Exchange25 Summit**. The Exchange is the EVS (Environmental Services) profession’s most respected educational program, bringing together health care professionals to discuss urgent and emerging trends in the field, including staffing, quality, safety, and infection prevention and control. The Exchange Education & Solution Summit brings together an extensive group of like-minded health care decision-makers to connect with suppliers, clinical leaders, policy professionals and other aligned stakeholders. This year’s program is being held **June 8 – June 11 in Columbus**.

**Attendance Benefits**

Gaining Insights on Compliance and Environmental Changes Important to Our Organization

In the highly regulated field of health care environmental services, face time with regulatory experts is integral to effectively navigating our organization’s compliance activities. No other event connects its attendees with such a wide array of experts from organizations such as Centers for Disease Control and Prevention, The Joint Commission, Department of Veterans Affairs and AHE. My participation at this event will give me an opportunity to discuss and strategize our challenges related to <Insert Applicable Challenge> with leaders in the field.

Extending Our Organization’s Learning & Development Dollars

By registering for Exchange25 Summit, I will be able to attain at least 13 CEUs (Continuing Education Units) by attending sessions in targeted learning tracks such as operations and staffing, leadership, infection prevention, and technology and innovation.

Specifically, I am looking forward to learning more about *<*Insert Learning Objective or Session*>* which will help me be more effective at *<*Insert Specific Project or Responsibility*>*.

I am also committed to bringing knowledge back to our team, with the Exchange25 Summit providing me with the tools to document key takeaways, access to presentation materials, and the chance to connect with presentation speakers to discuss the unique needs of our organization.

Finding Out More about Emerging Innovations, Technologies & Techniques

Technology is always advancing in the health care environmental services field and new solutions are being developed to help advance a healthier environment of care. Attending will give me the opportunity to see and ask questions about emerging technologies and techniques that may prove to be extremely useful to us in the future.

Specifically, I am looking forward to learning more about *<*Insert Emerging Technology/Technique*>*, which will help our organization become more effective at *<*Insert Potential Gains*>*.

Connecting with Current & Potential Suppliers

The Exchange Solution Center has been and continues to be the most prestigious exhibition for products and services related to health care environmental services with representatives from a multitude of market suppliers focused on surface contamination, infection prevention, sustainability, safety and more, all in one place. The Solution Center’s exhibition floor represents the most cost-effective opportunity for our organization to connect with cutting edge companies and suppliers and gain insights on potential vendors as we consider upcoming challenges and opportunities.

While attending the Exchange25 Summit, I will have an opportunity to meet with our current suppliers *<*Insert Current Suppliers*>* as well as connect with potential partners *<*Insert Potential Partners and Reasons to Meet>.

My suggestion is that we review the event’s exhibitor list and meet beforehand to discuss how we might engage some of these consultants or vendors that could offer solutions down the road.

Attendance Costs

I estimate the total cost of attending the Exchange25 Summit to be *<*Estimated Total*>*

* Estimated travel costs: *<*Estimated Travel Cost*>*
* Estimated hotel/lodging costs: Exchange25 Discounted Hotel Block:
 $225 per night
* Estimated meals/food costs: *<*Estimated Meals Cost*>*
* Registration fee: $695.00 (Member) / $985.00 (Non-Member)

Early bird registration rates end March 31.

$895.00 (Member) / $1095 (Non-Member)

Registration rates after March 31.

* One-year membership: For an additional fee I can add on a

one-year AHE membership, which will benefit my career and organization year-round. PLUS it locks in member pricing immediately. [Learn more.](https://www.ahe.org/membership)

Potential Savings

The increased knowledge of best practices and the latest innovations, as well as the acquisition of new technology will lead to both myself and our organization operating more efficiently. I estimate that my Exchange25 Summit attendance could save our organization between <Enter Estimated Savings Amount>.

Testimonials from Past Attendees

In addition to the information above that highlights the reasons why my attendance at the Exchange25 Summit will benefit our organization, I wanted to share with you some testimonials from professionals in our field who attended the 2024 event describing the value they could apply to their organization’s work through their participation in the event.

 *<*Insert Applicable Quote*, choose from below>*

“The incorporation of infection prevention techniques and partnerships keeps me coming back.”

*- Environmental Services Professional*

“The sessions were full of vital information from new and established leaders in the field.”

*- Director of Environmental Services*

“There’s no better place to connect with exhibitors and see first-hand demonstrations of new chemicals, equipment and software.”

*- Environmental Services Professional*

“It gives you an opportunity to meet others from different organizations and see how they handle issues.”

*- Manager of Environmental Services*

“Every EVS leader needs reinforcement, inspiration and cutting-edge information, which the AHE conference provides.”

*- Environmental Services Professional*

 Thank you for your consideration. I look forward to your reply.

Sincerely,

<Enter Name>