CONFERENCE INFORMATION

**Dates**
Saturday, October 12 - Monday, October 14, 2019

**Venue**
Overland Park Convention Center & Sheraton Overland Park Hotel
$146 (+ tax per night)

**Registration**
*Register early for the best rate!*

- $215 City Official (7/01-7/28)
- $240 City Official (7/29-9/27)
- $275 City Official (After 9/27)

- $80 Guest/Spouse
- $400 Company Representative

**Meals Included**
Sunday, October 13, Lunch and Dinner
Monday, October 14, Breakfast and Lunch

**Contact Us**
League of Kansas Municipalities
300 SW 8th Ave #100
Topeka, KS 66603
(785) 354-9565

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**The League Annual Conference**

**Why attend Annual Conference?**

This event will provide you the resources needed to be knowledgeable and skilled in your local government role, and offer opportunities to expand your knowledge of local government issues. In addition, this event will allow you to engage with other leaders to share and brainstorm ideas to implement in your community, and think creatively to use problem-solving tactics and address common municipal challenges.

**Who should attend?**

The League’s Annual Conference offers something for everyone. We recommend councilmembers/commissioners, mayors, managers and administrators, clerks, and department heads attend our conference.

A number of valuable workshops, discussions, and networking opportunities await you! Learn More and Register: lkm.org/annualconference
Justification Toolkit: The League Annual Conference

Tips to get approval to attend the League of Kansas Municipalities Annual Conference

- Let your supervisor know that the experience and opportunity to attend will enable you to learn from your peers, along with broadening your knowledge on local government issues and trends.

- Focus on what you will bring back to the community/organization as a return for the city's investment. What skills will you gain that will be useful?

- Share feedback from past attendees expressing how valuable attending conference is:
  
  Continuing education and fresh ideas are always valuable; the way things are changing, everyone needs to keep up with what's happening around us.

  I always meet a lot of great people and exchange information and ideas to help me better serve my community.

  I went home inspired and excited. Networking allows for meeting so many colleagues, and the content was very helpful. Thanks for the great work in planning.

- Upon your return to your city, offer to prepare a presentation using the attached post-conference worksheet to share your experience - remember to utilize the League mobile app for resources, contacts, and presentations post-event.
Date

Dear [supervisor name]

I would like to attend the League of Kansas Municipalities Conference on October 12-14 in Overland Park, Kansas. This conference will enable me to participate in a variety of breakout sessions, keynote session, and network with vendors and other local government officials.

I have identified several workshop sessions that I think will provide valuable knowledge for me to bring back to our community. As you know, the League is considered the #1 resource for good local government training and best practices. Additionally, I will have an opportunity to network with fellow local government officials and learn from one another.

I have included this year’s registration brochure outlining the topics offered this year. Many of these sessions will provide solutions to issues facing our municipality, and the contacts, ideas, and tools I will gain will prove invaluable.

I believe the investment for me to attend this conference is valuable both professionally and personally and will help our community to become the best place possible to live, work and play.

Thank you in advance for your consideration!

Sincerely,

[Your name here]
Post-Conference Briefing Worksheet

Use this worksheet to take notes so you can record key-takeaways and craft your ROI [return on investment] and post-conference report.

Name:

Session Title:

Session Presenter:

Session Summary: (in your own words, provide a summary of the session you attended).

Key Takeaways:

Action Items:

Scalable Idea:

Professional Contacts:
Include information for all presenters, attendees, and exhibitors who may be useful to your organization.

Name:

Contact Details:

Discussion Description: