

Justification Toolkit

Continuously developing the museum profession is important, whether by connecting with professional peers, learning about new projects and tools, or expanding perspectives. The Hawai'i Museums Association (HMA) offers this **Justification Toolkit**, created by the Western Museums Association, for your attendance to the **Annual Conference**.

As a resource, the Justification Toolkit will help you demonstrate the rewards of the investment of your attendance to your supervisors. By verbalizing the numbers of new skills you will learn, the networking opportunities available, and the ultimate benefits HMA Annual Conference attendees bring back to their organizations you strengthen your case for receiving support from your organization.

Here are some simple ways the HMA Annual Conference advances your professional skill sets:

- **Learn** from leaders and fellow professionals in the field. Multiple sessions and workshops provide invaluable access to these thought leaders in our community.
- **Network** with peers and leaders from museums across Hawai'i
- **Share** ideas and visions during interactive programming and off-site events.
- **Explore** new and innovative solutions at the general sessions with intriguing, inspirational speakers and topics.
- **Exchange** ideas with speakers and fellow participants. Reach out to particular people in advance to set up meetings and learn exactly what you need to know!

Before you ask your organization to support your professional development, here is some general information to get started with:

- HMA offers a cross-disciplinary approach that gives you the opportunity to expand your current abilities and develop the capacity to see your specialty in the context of the whole museum field. Read More About the Benefits of Seeking Professional Development Outside of Your Content Specialty [here](#).

- Prepare a plan that shows which colleagues will cover for your responsibilities while you are attending the conference.

One of the main benefits of conference attendance is networking, even though this can be a difficult value to quantify. Therefore, focus your request on outcomes including specific activities and take-aways. Here are some tools for asking for institutional support:

- Send your manager a **formal letter** outlining specific sessions you will attend.
- Complete this **Return on Investment (ROI)** to create a quantified list of the benefits of your attendance.
- Offer to complete a **post-conference summary**.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. These mini-sessions ensure that others in your department will get the benefits of your attendance.
- Offer to collect materials and hand-outs that will be helpful to those in your immediate department, as well as others throughout your organization.