



28th Annual American Society of Echocardiography Scientific Sessions Attendance Justification Toolkit

This step-by-step guide is designed to assist you with outlining the benefits of attending this premier educational conference to your employer.

The ASE 2017 program is designed to benefit all healthcare providers interested in the application of cardiovascular ultrasound imaging in the care of patients and in research. The program includes a variety of learning options including hands-on sessions, how-to sessions, case-based presentations, information on new techniques and intimate question-and-answer sessions. The 2017 ASE Scientific Sessions allows you first-hand access to the latest innovations, science, and best practices in cardiovascular ultrasound, as well as have numerous opportunities to network with experts from all around the world. Attendance at this four day conference can fulfill certification and accreditation requirements for echo-specific CME content.

The curriculum is designed for varying levels of medical knowledge. Sessions are intended to enhance knowledge and performance for adult and pediatric cardiologists, cardiothoracic and vascular surgeons, cardiac anesthesiologists, cardiac sonographers, and emergency and critical care physicians, as well as hospitalists, radiologists, research scientists, residents and fellows in training, students, and nurses. [Click here to peruse the sessions.](#)

This toolkit includes:

- General Tips
- Reasons Why Your Employer Should Send You to the 2017 ASE Scientific Sessions
- How to Justify Conference Attendance
- Education Program Listing
- Sample Expense Worksheet
- Sample Cost Benefit Worksheet
- Sample Justification Letter

"Thank you so much ASE for a wonderful conference. I have already recommended the conference to my colleagues and hope that they will also get the opportunity to attend!"

ASE 2016 Attendee



General Tips

- Review the registration rates and see if you qualify for any discounted rates. If you have never been an ASE member, your nonmember registration includes ASE membership through December 2017. ASE member benefits are valued at more than \$1,500 per year.
- Focus on specific benefits/value that you will bring back to your employer as a return on investment. ASE 2017 includes several sessions on how to incorporate ASE guidelines into your practice.
- Review the program in advance and share a list of the educational sessions you plan to attend and explain their relationship to your goals.
- Encourage your supervisor to review the program and make suggestions of sessions that might be of particular interest to your organization as a whole.
- Share your experience. Propose to deliver a short presentation upon your return to your colleagues to share what you learned and offer possible applications and recommendations relevant to your office.
- Prepare a plan that will show your supervisor who will cover for you and how your workload will be handled while you are attending the meeting.
- Remind your supervisor that the 2017 ASE Scientific Sessions is a great meeting to fulfill echocardiography specific continuing education credit requirements for licensure, accreditation, and certification. You can earn up to 29.75 hours of CME credit. The ABIM has made changes to its Maintenance of Certification criteria and all ASE courses are qualified to award MOC points for attendance. You can receive up to 29.75 MOC points toward ABIM recertification. ASE has received the highest commendation from the ACCME for the quality of its medical programming.

“This was my first echo conference and it exceeded my expectations.”

2016 Attendee



Reasons your employer should send you to the 2017 ASE Scientific Sessions

- ASE 2017 brings together approximately 3,000 domestic and international participants from over 45 countries. This provides a fantastic opportunity to interact with cardiovascular ultrasound professionals and learn best practices from your peers.
- Expert faculty offer an innovative and creative educational program designed to appeal to novice, as well as experienced, echocardiography users. The program includes hands-on sessions, how-to sessions, case-based presentations, information on new techniques, and intimate question-and-answer sessions. There are even Point of Care sessions this year that will feature critical care and emergency medicine experts discussing critical care echocardiography and the collaborative role of all specialties in patient management.
- Sessions are appropriate for all levels of cardiac and vascular ultrasound professionals, including experts, intermediate learners, sonographers, fellows, and nurses.
- Extensive learning opportunities with more than 100 educational sessions to fulfill echocardiography specific continuing education credit requirements for licensure, accreditation, and certification.
- Peer networking opportunities including two free receptions provide invaluable opportunities to make connections with professionals in your area of expertise. The conference brings together professionals in every field – clinicians, researchers and academicians, practice managers, fellows, and other health professionals.
- The exhibit hall features approximately 55 companies showcasing the latest technology in cardiovascular ultrasound. You can see, touch, and learn right there. Six Science and Technology Theater sessions provide in-depth analysis of the latest advances in the marketplace.
- Over 400 posters are presented featuring cutting-edge research on the latest advances in cardiovascular ultrasound or clinical cases illustrating evolutions in patient care.

“This was an excellent meeting. I felt I learned a lot that can improve my practice and patient care.”

ASE 2016 Attendee



Cost Benefit Worksheet

You should clearly understand your meeting expenses to justify allocation of funds from your organization and prove a return on investment (ROI). To help you calculate your meeting expenses, complete the attached Cost/Benefit Worksheet.

Use this sample worksheet to calculate your major meeting expenses.

Expense	Notes/Justification	Amount
Registration Fee <i>(include any additional fees associated with courses or events you wish to attend)</i>		
Roundtrip Airfare <i>(are mileage points available to offset airfare? Train travel on the east coast is also an affordable option)</i>		
Transportation Fees <i>(Taxi/Car Rental/Airport Shuttle/UBER)</i> <i>(Taxi is approximately \$35.00)</i>		
Meals <i>(Continental breakfasts, breaks and two receptions are included in your registration fees)</i>		
Hotel rate per night plus taxes <i>(# of nights x Room Rate)</i>		
Parking reimbursement <i>(at airport or hotel)</i>		
Misc. reimbursable expenses <i>(tips, internet fees, etc.)</i>		
Total		



Sample Justification Letter for Your Supervisor

[Date]

Dear [supervisor's name]:

I would like to request approval to attend the American Society of Echocardiography's 28th Annual Scientific Sessions June 2-6, 2017 in Baltimore, Maryland.

My participation at ASE 2017 will allow me the opportunity to expand my knowledge of cardiovascular ultrasound and network with experts from around the world to enhance my performance at [workplace] _____. I have reviewed the education sessions in detail, and have attached a listing of sessions I feel can directly impact my work and will also benefit [workplace] _____. In addition, I plan to share the knowledge gained from these sessions with my colleagues.

I am seeking support of my attendance to this medical education conference, including registration fees, travel expenses, and miscellaneous expenses. A detailed cost breakdown is attached. I anticipate the total expense to be approximately \$_____.

The opportunity for me to attend sessions presented by expert faculty who will provide a comprehensive review of current echocardiographic methods is important to my professional growth. My knowledge base will expand by being exposed to the new advances in cardiovascular imaging technology, and sessions focusing on incorporating the new ASE guidelines makes my attendance at the 2017 ASE Scientific Sessions a very valuable investment.

Thank you for considering support of my attendance at ASE 2017.

Sincerely,

[your name]

98% of ASE 2016 attendees said the ASE Scientific Sessions helped them feel better able to utilize cardiac and vascular ultrasound for the comprehensive assessment and management of cardiovascular diseases.



ASE 2017 Education Sessions

ASE 2017 education sessions are designed to give a comprehensive review of current echocardiographic methods, utilizing and incorporating new technology, general clinical utility, and new ASE guidelines. Faculty include the “who's who” in cardiology, heads of Echo Labs from across the U.S., and leaders from the echo societies in Europe, Asia, South America, and Australia.

ASE 2017 features topic specific tracks to help guide your learning experience:

Symposia – Topic specific session that focus on how to apply state-of-the-art techniques into clinical practice.

Case-based Learning – The practice of clinical echocardiography and its relationship to patient management will be highlighted. There will be plenty of time for questions for the expert faculty.

Imaging Essentials – This track will instruct practitioners on techniques of assessment and quantitation in a variety of disease states. There are also sessions on workflow and quality that you can incorporate into your lab.

Pediatric and Congenital – A must for the pediatric cardiologist or anyone who deals with adult congenital heart disease.

Perioperative – A multi-disciplinary integration that brings surgeons, anesthesiologists, sonographers, and echocardiographers together to explore current concepts in mitral valve disease, mechanical circulatory assist and perioperative monitoring in patients.

Point of Care – **New in 2017** the Point of Care track has been added because this highly valuable modality is of critical importance as healthcare practitioners become skilled in the use of point-of-care ultrasound.

Vascular – There is a hands-on Vascular Lab along with sessions on carotid imaging and new technologies.



Here is a sampling of the sessions that will be presented at ASE 2017. [Click here to download the Advance Program](#) to find the sessions most relevant to you.

- Guidelines in Action: 3 Cases, 3 Key Points
- Advanced Cardiac Sonographer Boot Camp
- The Role of Echo in Evaluation of Stroke
- Hypertrophic Cardiomyopathy: The Role of Echo in Evaluation and Intervention
- Complex Cases in Structural Heart Disease
- The Circle of Life in Congenital Heart Disease
- POCUS: The Hypotensive Patient In The ICU/ED
- Multimodality Imaging in Selective Systemic Diseases
- From Bow to Stern: Imaging the Aorta and Great Vessels
- Something's Got A Hold Of My Heart: Interventional Echocardiography
- Integration of 2D and 3D TEE In Current Practice
- "SAC" Attack: Pericardial Diseases
- Everyday Use of Contrast to Solve Clinical Dilemmas
- Stress Echo for Valvular Heart Disease: Go with the Flow
- The Evolving Role of TAVR in Managing Aortic Stenosis
- Cardio-Oncology I: Radiation Related Cardiovascular Disease
- Contrast Echo in Clinical Practice

Course topics are subject to change.