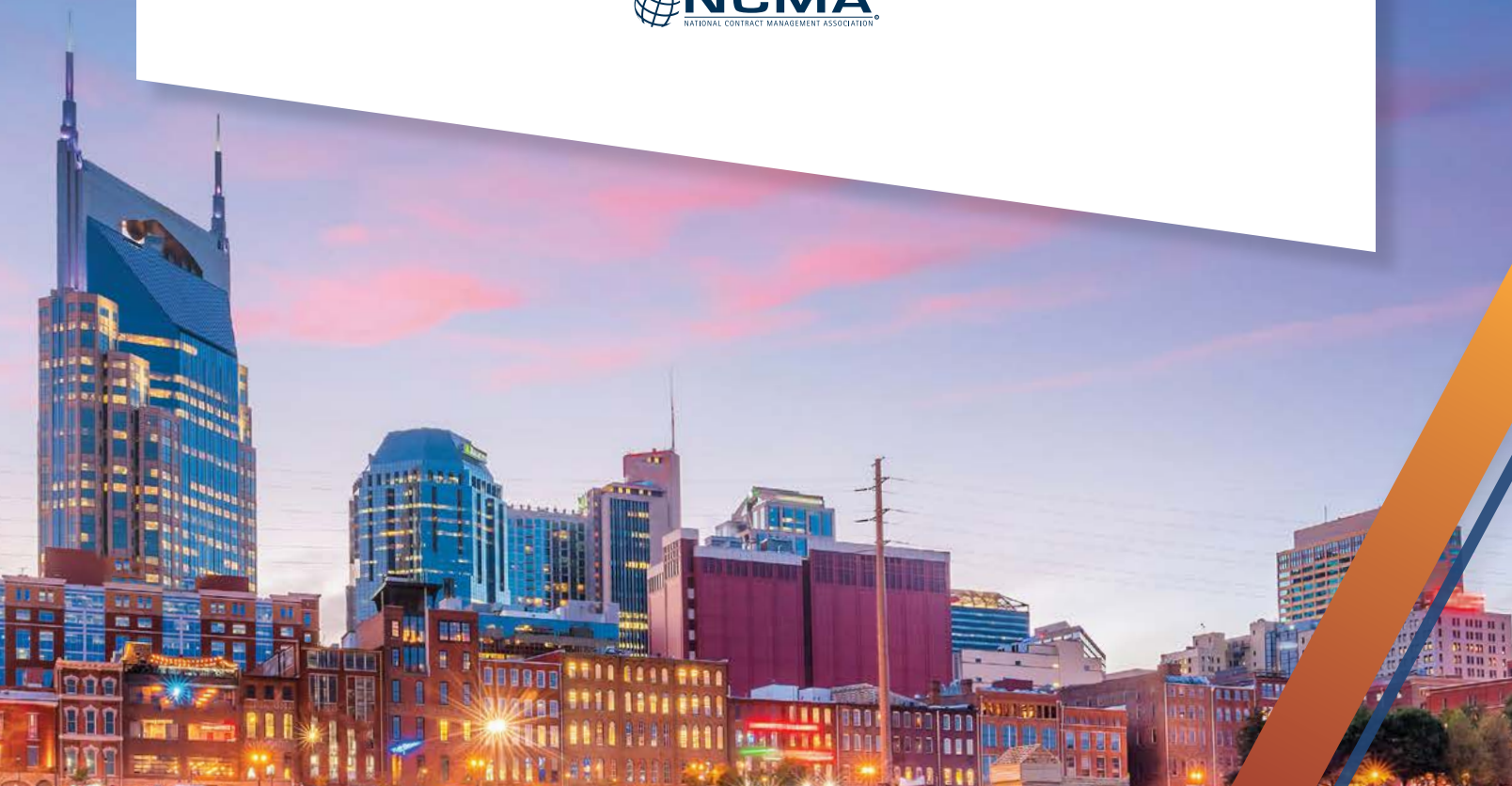




# 2023 EMPLOYEE JUSTIFICATION PACKET

A STEP-BY-STEP GUIDE TO CREATING A WORLD CONGRESS  
JUSTIFICATION PROPOSAL FOR YOUR EMPLOYER





## WHAT IS WORLD CONGRESS?

NCMA's World Congress is an annual, and largest, conference organized by the National Contract Management Association (NCMA).

This is the place where buyers and sellers come together to learn and connect side by side as we shape the future of the contract management profession. Discuss and exchange ideas, best practices, and the latest trends in the industry.

Whether you are a small business, large business, government agency, state or local procurement officer, student or faculty member; World Congress is your can't miss opportunity to connect around the topics that matter.







## WHY SHOULD I ATTEND?

### EDUCATION AND PROFESSIONAL DEVELOPMENT:

The conference offers a wide range of breakout sessions, exchanges, and general sessions designed to help attendees develop their skills, gain new insights, and stay up-to-date on the latest trends in contract management.

### NETWORKING OPPORTUNITIES:

NCMA's World Congress provides a platform for attendees to meet and connect with other contract management, acquisition, and procurement professionals from around the world, including experts in the field, peers, and potential business partners.

### KEYNOTE SPEAKERS:

The conference features prominent keynote speakers who share their insights and experiences in the field of contract management, providing attendees with inspiration and motivation to excel in their careers.

### CAREER ADVANCEMENT:

Attending NCMA's World Congress can be a great way to enhance your professional profile, make new connections, and learn about career opportunities in the contract management, acquisition, and procurement fields.



### ACCESS TO INDUSTRY RESOURCES:

The conference provides access to an exhibit hall where attendees can learn about the latest products, trends, and services in the contract management, acquisition, and procurement fields, as well as connect with industry vendors and experts.

- Earn CPE credits
- Innovative learning formats and engaging spaces that foster knowledge exchanges.
- The opportunity to network and connect with your peers.
- Design your own education experience with your professional objectives in mind.
- Exceptional education content taught by some of the most innovative, inspiring, and creative leaders in the contract management and acquisition community.
- Access to electronic breakout session slide decks to brief colleagues upon return.
- A complimentary one-year NCMA membership **(nonmember rate only), beginning August 2023- July 2024**, with access to member pricing for other trainings and events, our award-winning CM Magazine monthly, and our online community, *Collaborate*, where members help members with contracting challenges.



## OUR THEME: POWERFUL PARTNERSHIPS

This July 23-26th, the contract management, acquisition, and procurement community gathers to fortify and multiply the powerful partnerships that are the foundation of success. Missions, business objectives, and career goals are only achieved when the right people come together at the right time. This year's World Congress brings together partners from many communities to advance our shared opportunities for success!

Leveraging dynamic Nashville—the site of World Congress 2023—we take inspiration from the partnership of different instruments, voices, and genres that make Nashville so great.

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## WORLD CONGRESS EDUCATION TRACKS

This year, NCMA will have over 100 sessions for you to choose from with more opportunities for immersive learning experience, more informal exchange sessions, more deep dives to hone your skills, more innovation alleys and brand-new facilitated networking opportunities!

Our tracks are designed to help guide you to the sessions that are most relevant to your professional journey and goals for attending World Congress!

### POWERFUL PARTNERSHIPS:

Sessions about forging the relationships that are essential to how we get things done.

### WHOLISTIC PROFESSIONAL:

Sessions designed to help you grow your career and the human-centered skills that are essential to success.

### CONTRACT MANAGEMENT SKILLS:

Sessions centered around a technical competency or job task in our profession, defined by the Contract Management Body of Knowledge® and ANSI-Accredited Contract Management Standard™.

### INNOVATION ALLEY:

Innovations in technology, contracting mechanisms or in the way we do business.

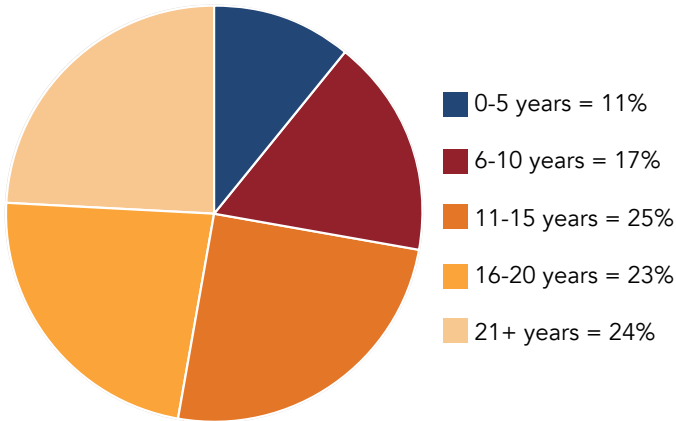
### UPDATES:

Regulatory updates, briefings on pressing topics and priorities coming down the pike.



## A FIT FOR ANY STAGE OF YOUR CAREER

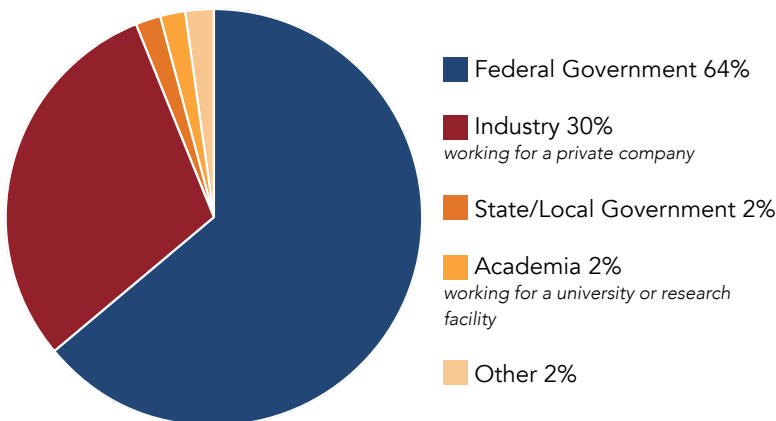
Attendees' Years of Experience



## GOVERNMENT AND INDUSTRY JOB FUNCTIONS HAVE INCLUDED:

- Contract Management
- C-Suite
- Branch Chiefs
- Business Development
- Contract Officers
- Compliance and Ethics
- Finance
- Contract Negotiation
- Consulting
- Contract Administration
- Program and Project Management
- Acquisition, Procurement and Purchasing
- Academia (Professors and Students)
- Procurement and Contract Law
- Supply Chain and Sourcing

## ATTENDING ORGANIZATION TYPES







## ADDITIONAL INFORMATION

### IN-PERSON EXPERIENCE

In addition to the excitement of Nashville, three breakfasts, two lunches, and snack breaks are included in the In-Person registration rate. All In-Person registrations include access to the Virtual event as well. Additionally, you will have access to:

- Hands-on workshops
- Earn CPE credits through live and replay sessions
- Exclusive access to in-person only Exchanges
- Exceptional networking opportunities
- Connect with sponsors and exhibitors at their booths
- Access to virtual experience during and after World Congress (including session replays).

### VIRTUAL EXPERIENCE

Virtual Experience:

Virtual attendance means you can experience the conference without travel and create a learning path that is more flexible. The conference is truly your own experience. You will have access to:

- Earn CPE credits through live and replay sessions
- Live stream of all general session keynote presentations
- Livestream of curated breakout sessions
- Exclusive access to virtual only Exchanges, Learning Pavilion Sponsored Talks and more
- Meet virtually with participating exhibitors and sponsors
- Enjoy the sessions at your own pace with session replays.





## World Congress 2023

# EMPLOYER JUSTIFICATION LETTER

<Date>

Dear <Supervisor's Name>:

I would like to attend [NCMA's World Congress 2023](#), July 23-26, at the Gaylord Opryland Resort and Convention Center in Nashville, TN. This conference is the nation's premier education event for contract, procurement, and acquisition professionals. The training event will enable me to attend several education sessions that are directly applicable to my work and will allow me to network with a variety of like-minded professionals, contract experts, and colleagues from around the nation. Many of the presentations are tailored to the <your area of focus> profession and give information on how to <list benefits to your responsibilities>. I will earn CPE credits for my attendance.

<Insert the track titles or session selections that most apply to your responsibilities.>

<The dollar amounts in brackets below will need to be adjusted to reflect the current pricing. All registration fees are listed here. The travel costs vary as well and should be changed to reflect your costs.>

### HERE IS THE BREAKDOWN OF TRAINING EVENT COSTS:

- Roundtrip Airfare: <\$xxx>
- Transportation: <\$xxx>
- Hotel: <\$xxx>
- Meals: <\$xxx>
- Registration fee: <\$xxx>
- NCMA Membership  
(nonmembers only)  
included in registration fee

The opportunity for me to build my network and gain knowledge in specific areas of <your area of focus> makes my attendance at NCMA's World Congress 2023 an excellent investment for <name of your organization>.

Sincerely,

<Your Name Here>