

HOW TO GET APPROVAL FROM MANAGEMENT TO ATTEND CIPP'S ANNUAL CONFERENCE AND EXHIBITION/ ANNUAL EXCELLENCE AWARDS 2019

The ultimate conference for payroll and pension professionals The CIPP's 35th Annual Conference and Exhibition 2 and 3 October 2019 Celtic Manor Resort, Wales.

One of the best ways to get management buy-in is to submit a formal proposal to your direct supervisor, outlining the return on investment for you attending the conference.

First, investigate if your organisation has a formal professional development policy and/or designated amounts for their employees. Second, review the daily schedule for the conference online or in Professional in Payroll Pensions and Reward magazine to identify the education sessions and networking events that address the specific needs within your organisation. Review your organisation's current initiatives, such as; streamlining processes, building relationships or implementing a new process, and find the corresponding sessions. Then finally, start preparing your proposal.

Why you should attend

- Payroll is a critical function for all organisations. Annually the UK's 1.2 million employers pay around £559 billion in wages, with over £231 billion in statutory deductions paid over to the government
- By collecting in the region of £250billion* through National Insurance and tax contributions, the taxes collected by payroll professionals represent almost 50% of the taxes the government receives. If payroll didn't collect and deposit taxes regularly, the country would probably be close to bankruptcy within months
- Payroll professionals pay more than 20 million people every month involving more than 160 regulations, making it critical that payroll professionals are kept up to date and compliant with legislation
- Continuous learning through professional development and networking with colleagues will allow you to build your knowledge and skills, and bring more value-added opportunities to your organisation
- The conference is also an excellent opportunity for you to complete any personal development objectives that you may have and counts towards your Continuing Professional Development (CPD)

Benefits of attendance

- Stimulating keynote speakers and motivational sessions
- Outstanding networking opportunities and special events with 300+ payroll colleagues from across the UK who are; payroll managers, supervisors, administrators and specialists from small, medium and large organisations, over 15+ payroll product and service providers, plus other professionals from the finance, HR and related communities
- Over 30 education sessions to choose from. Workshop sessions are varied from introductory level to advanced and fall into the following categories; payroll, pensions, reward, interactive, and personal development
- Learn from the experts, representatives from government agencies, leaders in the field and fellow practitioners about what's new, and the challenges, accomplishments and solutions that are impacting today's payroll profession

- Dedicated trade exhibition featuring the latest products and services from a variety of exhibitors

Ideas on how to overcome objections to your request:

Objection: This conference is too expensive.

- It is inexpensive when compared to the value of the education and networking opportunities provided
- It is inexpensive in comparison to fines for non-compliance in payroll and pensions
- Includes many excellent speakers in one place for one price
- The conference includes the cost of two evenings accommodation and all meals

Objection: What will the organisation gain from your attendance?

- Show in your proposal, through examples, how it could save time, money or positively impact your organisation
- The ability to have access to education programming that can be brought back to the organisation. Conference delegates receive online access to all the education sessions
- Opportunities for relationship-building with experts, colleagues, referral sources, and product and service providers
- Opportunity to share issues with colleagues working in the same industry sector, enabling you to learn from the experience of others
- The opportunity for practical knowledge and skills development which can be applied during your day to day role within the organisation

Objection: The organisation cannot afford to have you away from the office.

- Have a plan ready that shows who will cover for you, or how you can manage your workload while you are attending the conference
- Let your organisation know your absence is now easier to manage with email and voicemail
- Remind your supervisor that supporting your attendance at the conference shows the organisation's commitment to your personal development and increases motivation

How to create a successful proposal Your proposal should include:

- An intended schedule of education sessions and why the knowledge gained will be valuable to your organisation. Make your proposal more powerful by listing the department's goals and objectives and how they relate to the corresponding education sessions
- A list of areas where payroll and pensions face challenges and value-added opportunities and how the proposed sessions you would like to attend will help you to develop solutions to meet your organisation's needs
- A list of suppliers (both current and potential) that you hope to meet at the trade exhibition and some of the questions that you plan on asking. Being able to meet with so many current and future product and service providers over a short period of time is an efficient use of your time

- An overview on how learning about advances and developments in technology can benefit your organisation by providing a more efficient payroll service ☐ Don't forget to include travel costs in your proposal

You should note that there are discounts for CIPP members. For more information visit www.payrollevents.org.uk

Plan, prepare and present your proposal to gain your approval to attend the 35th Annual Conference and Exhibition and Annual Excellence Awards, 2 and 3 October 2019, at the Celtic Manor Resort, Wales.

We look forward to seeing you.

Sample memo – Requesting employer support Please note: This information provided is only an example to assist you in developing your own proposal for requesting to attend the CIPP's 2019 Annual Conference and Exhibition.

To: Insert supervisor name and title Date: Insert date From: Insert your name and title

Re: 2019 – The CIPP Annual Conference and Exhibition

I am writing to request financial support for my attendance at the Chartered Institute of Payroll Professionals' 35th Annual Conference and Exhibition being held at the Celtic Manor Resort, Wales.

The CIPP's 2019 Annual Conference and Exhibition offers over 30 high-quality education sessions, professional keynote speakers, a product and service trade exhibition, along with the opportunity to network with over 300 payroll and pension professionals, speakers and vendors.

The education sessions offered cover various aspects of managing and running an efficient and effective payroll and/or pensions department, including the following topic streams: payroll, pensions, reward, interactive and personal development. I would like to attend these sessions: [insert names and descriptions of topics relevant to your organisation and its goals, etc.]

The skills, information and resources that I will be able to bring back and use on the job will provide a positive benefit to [insert organisation name]. A copy of the conference programme is attached for your review.

The total cost of the Annual Conference and Exhibition is [insert relevant cost based on when booking and any discounts which apply] and includes all education sessions, the trade exhibition, the prestigious awards evening and all meals and accommodation. Travel is extra.

About the Chartered Institute of Payroll Professionals (CIPP) The CIPP is the UK's Chartered professional body representing employers' payroll and pension interests since 1980. It has over 10,000 individuals receiving membership benefits.

CIPP Mission Statement

Leading payroll and pension professionals through education, membership and recognition.

Representation The views of the Chartered Institute are sought and valued by government departments and other organisations, as witnessed by its representation on consultation forums relating to changing, and proposed, legislation. The Institute operates an Advisory Service staffed by professionals able to provide accurate and authoritative advice on a wide range of topics. It also runs national forums which allow members direct contact with representatives from HMRC and other relevant bodies and provides a forum for members' input and feedback on Institute policies.

Education On the education side, the Chartered Institute validates and controls a wide range of professional qualifications in both the payroll and pensions sectors. The CIPP delivers the qualifications and provides tutors at officially recognised standards. The CIPP also runs a comprehensive range of short training courses throughout the UK and a series of conferences culminating in the Annual Conference and Exhibition and Annual Excellence Awards Ceremony.

Yours sincerely,

[Insert your signature]

Insert your name

Insert your job title