

## **RETURN ON INVESTMENT TOOLKIT**

Calculating the value of your 2016 Saskatchewan Connections attendance:

In an effort to make it possible for you to attend the 2016 Saskatchewan Connections Conference, the Access and Privacy Branch, Ministry of Justice has developed a Toolkit for you to use to demonstrate to your employer the reasons why you should attend this conference. This toolkit will provide your employer with the value-added return-on-investment (ROI) that they will accrue for allowing you to attend the 2016 Saskatchewan Connections Conference. The professional Development (education), training and networking relationships you will build and maintain as a result of your attendance will have critical value in helping your employer effectively deal with both present and future challenges.

By using this Toolkit to calculate the ROI for the 2016 Saskatchewan Connections Conference, you will be able to objectively demonstrate to your supervisor/organization the significant value-added they will gain by allowing you to attend the 2016 Saskatchewan Connections conference.

Tips to use:

- Always concentrate on what you can bring back to benefit your employer, rather than on how much you personally might wish to attend the 2016 Saskatchewan Connections Conference.
- You're showing your employer what it will cost your organization if you *don't* attend.
- Choose the technical sessions you plan to attend early so you can relay them in advance to your employer. This means checking the 2016 Saskatchewan Connections Conference website (<http://www.skconnections.ca/index.php>) regularly as the technical program is being developed.
- Use the learning notes that will be provided by speakers at the 2016 Saskatchewan Connections Conference and downloadable information available shortly after the conference to prepare a short briefing for your staff and colleagues who were unable to attend the conference; like a post-2016 Saskatchewan Connections Conference report.
- Always be aware of early bird deadlines to ensure you are minimizing your costs to attend the conference.
- Consider car-pooling or room sharing to reduce your costs to attend the conference.
- Proactively note that you will fully brief any back up personnel required during your time away to attend the conference.

Toolkit Contents:

- Basic Information About the 2016 Saskatchewan Connections Conference
- Tangible Benefits (To Your Organization) Worksheet
- Worksheet to Identify 2016 Saskatchewan Connections Conference Expenses
- Sample Letter to Supervisor
- 2016 Saskatchewan Connections Conference Sessions & Learning Notes *(list of sessions to be attended, and expected learning outcomes of each)*

***More below.***

## **Basic Information about the 2016 Saskatchewan Connections Conference**

### **What is the 2016 Saskatchewan Connections Conference?**

The 2016 Saskatchewan Connections Conference is a place for people working in the access, privacy, security and records management fields to discuss and learn more about up and coming topics that matter to them, such as social media, big data, the 'cloud', privacy breaches, IT, IM, law, and more.

### **What is the Access and Privacy Branch of the Ministry of Justice?**

The Access and Privacy Branch, Ministry of Justice, provides support to Saskatchewan government institutions and local authorities subject to Saskatchewan access and privacy laws including The Freedom of Information and Protection of Privacy Act and The Local Authority Freedom of Information and Protection of Privacy Act.

#### **The Access and Privacy Branch:**

- Provides administrative advice and support on access and privacy law within government and local authorities;
- Provides or supports training and awareness activities for access and privacy laws within government and local authorities;
- Provides privacy and access officers in government and local authorities with tools (e.g. guidelines, checklists, etc.) to help with compliance and consistency.

The Branch also works with other government ministries and institutions including the Ministry of Health ([www.health.gov.sk.ca](http://www.health.gov.sk.ca)), the Ministry of Central Services ([www.cs.gov.sk.ca](http://www.cs.gov.sk.ca)), and the Saskatchewan Archives Board ([www.saskarchives.com](http://www.saskarchives.com)), to provide support in the related fields of The Health Information Protection Act, information security and records management.

Go to the Access and Privacy Branch website for more information: [www.justice.gov.sk.ca/accessandprivacy](http://www.justice.gov.sk.ca/accessandprivacy)

### **Why THIS Conference?**

The goal of this year's event is to demonstrate the connectivity between these disciplines, provide a forum for you to make your own connections with colleagues in other fields or organizations, and help to improve the performance of each discipline within all public bodies. The Forum is being strategically shaped to allow you to choose your own path while providing you with the best possible networking and professional development opportunities all in one place!

## Tangible Benefits (To Your Organization) Worksheet

**Anything highlighted in yellow is to be completed by you**

List of Benefits	How Will the 2016 Saskatchewan Connections Conference Affect Your Knowledge, Skills, and Abilities When You Return to Work in these Areas	Estimated Value (\$)
Networking	The 2016 Saskatchewan Connections Conference will allow me to network (meet and interact) with other professionals in similar roles including access, privacy, security and records management professionals from across the country. This will include meeting with speakers, exhibitors and vendors at the conference.	Insert Estimated Value
Exhibit Hall Benefits	The 2016 Saskatchewan Connections Conference will showcase vendors with tools and/or services I can use or evaluate for potential future use. This is an opportunity to collect first-hand information and to compare competing organizations.	Insert Estimated Value
Trends	2016 Saskatchewan Connections Conference will allow me to learn about any new trends in the access, privacy, security and records management.	Insert Estimated Value
Teambuilding	The 2016 Saskatchewan Connections Conference will help build our team, providing a forum for team members to discuss tools, technologies, and processes and how we can apply them in our office to improve our information products, workflow, and processes.	Insert Estimated Value
Education	Selecting sessions that have particular relevance to my department's or the organization current priorities and goals will provide insight into a particular challenge or goal that we are facing right now.	Insert Estimated Value
Other	TBD	Insert Estimated Value

*The estimated value is approximately how much you believe each of these benefits are worth to your organization – you want to prove that by attending the 2016 Saskatchewan Connections Conference, you're saving money in the short/long run by acquiring all of these benefits by doing it all at the same time and location.*

## Worksheet to Identify 2016 Saskatchewan Connections Conference Expenses

<i>Item</i>	<i>Total Cost</i>	<i>Organization Expense</i>	<i>Personal Expense</i>	<i>Notes</i>
Registration	\$	\$	\$	Follow deadlines and discounts for lowest fees
Other events with separate fees	\$	\$	\$	See what meals are included with registration
Accommodation	\$	\$	\$	Consider sharing; (special rates with hotel?)
Airfare/Shuttle and/or Parking	\$	\$	\$	Try a web travel service to get a quick estimate
Mileage (personal auto)	\$	\$	\$	Calculate; consider car-pooling
Other Transport (Taxi, Bus, Train)	\$	\$	\$	Look up costs of local transportation
Food per diem	\$	\$	\$	Note: some meals included in registration
Other	\$	\$	\$	
Total Conference Expenses	\$	\$	\$	

**Time to Sell Your Attendance!!** Now that you clearly understand the benefits of your 2016 Saskatchewan Connections Conference attendance, it's time to "sell" your attendance to your supervisor!

We have drafted a sample letter for your Manager/Supervisor/Policy Maker.

## Sample Letter to Supervisor

Dear < supervisor's name >,

I would like to attend the 2016 Saskatchewan Connections Conference in Regina, on May **10-11**, 2016.

The 2016 Saskatchewan Connections Conference will enable me to attend a number of technical sessions that are directly applicable to my work and will allow me to network with a variety of experts and colleagues from across Canada and internationally. The presentations are tailored to the access, privacy, security and records management community and will give me the latest industry knowledge I need to perform in my job.

I am seeking financial support to cover the registration fee, travel expenses, and necessary meal expenses. A detailed cost breakdown is attached.

After reviewing the 2016 Saskatchewan Connections Conference brochure, I have identified a number of technical sessions, which will allow me to gain knowledge and understanding about how we can benchmark/improve our processes. The 2016 Saskatchewan Connections Conference sessions will each be facilitated either by industry experts or colleagues from the access, privacy, security and records management community.

Getting the information we need in a 2016 Saskatchewan Connections Conference format will greatly reduce both the time and costs that we would normally incur in researching these topics in-house. For example, I have listed some of the seminars that I will attend:  
< Insert here the name of the sessions which most apply to your responsibilities >

The best 2016 Saskatchewan Connections Conference pricing is available before the early bird deadline which is **April 3, 2016**. Here is the breakdown of 2016 Saskatchewan Connections costs <add or delete costs as necessary> Roundtrip Airfare or Mileage: <\$xxxx> Transportation: <\$xxxx> Hotel: <\$xxxx> Meals: <\$xxxx> 2016 Saskatchewan Connections Conference Registration Fee: <\$xxxx>. The total costs associated with attending this 2016 Saskatchewan Connections are: <\$xxxx>  
< Insert a statement if you are willing/able to share any of the 2016 Saskatchewan Connections Conference costs with the employer >

The opportunity for me to gain knowledge in specific areas related to the access, privacy, security and records management environment and make valuable contacts makes my attendance at the **2016 Saskatchewan Connections Conference** a wise investment which I am convinced will yield rich dividends for < name of your organization >.

Sincerely, < your name here >

**2016 Saskatchewan Connections Conference Sessions & Learning Notes** Use this form to summarize the sessions you intend to participate, and the intended learning objectives of each. This will also help form the basis for your post conference report if required.

**May 10 - 11 & SESSION NAME**

**LEARNING NOTES**

<b>May 10-11</b>	<b>Session Name</b>	<b>Learning Notes</b>
<b>May 10-11, 2016</b>	<i>Pre-2016 Saskatchewan Connections Conference Course Option 1 or 2</i>	
<b>May 10-11, 2016</b>	<i>Session Topic</i>	
<b>May 10-11, 2016</b>	<i>Session Topic</i>	
<b>May 10-11, 2016</b>	<i>Session Topic</i>	

<b>May 5-6, 2016</b>	<i>Session Topic</i>	
<b>May 5-6, 2016</b>	<i>Exhibitor of Interest</i>	
<b>May 5-6, 2016</b>	<i>Exhibitor of Interest</i>	
<b>May 5-6, 2016</b>	<i>Exhibitor of Interest</i>	
<b>Other</b>		