Hello there!

Congratulations, you’ve made the decision to attend IMSH 2020! Now, to gain approval from your supervisor, you need to justify the expense and time away from work.

Here are some tools and resources to help you gain approval. Who knows? Maybe your case will be so convincing that you and your supervisor both will attend!

General Tips

The largest and most trusted healthcare simulation conference in the world, IMSH 2020, takes place at the San Diego Convention Center, Jan. 18-22, 2020, offers you a unique opportunity to:

- Connect “face-to-face” with more than 3,000 healthcare simulation professionals
- Learn and experience the innovative ways healthcare simulation is being used to improve patient care and safety
- Gain insight into trends and influence the national discussion and evolution of healthcare simulation
- Hear first-hand stories about how healthcare simulation impacts your colleagues, and patients, every day

At IMSH 2020, you will discover:

- Immersive courses both onsite and at regional simulation centers
- Preconference courses that dive into the latest issues impacting simulation
- Peer-tested ideas through hundreds of education sessions, ranging from hands-on workshops to podium presentations
- Simulation-specific products and services in the IMSH Exhibit Hall
- 10th Annual Serious Games & Virtual Environments Arcade & Showcase, highlighting the latest tools and resources for online learning in simulation
When making your case to attend IMSH 2020, keep in mind:

- Demonstrate the return on investment by focusing on what you will gain and the benefits you bring back.
- Offer to deliver a short presentation to your colleagues so you can share what you learned.
- Remember that continuing education credit is available. One IMSH 2020 registration costs less than attending multiple, separate conferences. You’ll also spend less time out of the office.
- Be ready with a plan for staff coverage while you are attending.
- Check out the registration page for the various rates and discounts available for SSH members, students/residents and government employees.

Articulating the Benefits of IMSH

When you propose attending IMSH 2020, rather than focusing on how much you want to go, make a case focusing on the “return on investment” (new ideas, innovative products and services, current technology, future trends, etc.) for your organization.

Experts (and IMSH attendees) agree that networking is the most valuable benefit of attending a conference. Where else can you find so many administrators, clinicians, operations specialists, educators and researchers facing the same issues as your organization? Although networking is an important aspect of a conference, it is also the toughest for which to quantify any value. So, be specific in your explanation. Some specific details you’ll need to identify include:

- **Education session content.** Which education sessions or workshops have particular relevance to your organization's work? Include a few in your discussion/request. (We’ve included some past examples in this kit.)
- **Vendor contacts.** In the Exhibit Hall, you’ll meet vendors with products and services you use or may be evaluating for future use. Compare competing tools so you can make educated recommendations.
- **Multi-disciplinary education opportunities** – only IMSH offers true multi-disciplinary education with faculty and attendees from all areas of healthcare simulation.
- **Hands-on workshops** – At IMSH, you can attend small hands-on workshops designed to give you tools and experience you can use immediately.
- **Quantify the benefits.** Be specific about how you will network, what you can learn in each day, and which education sessions are most suitable. Present those benefits.

And finally, remember, it’s all in the presentation. Be confident in knowing that IMSH 2020 is THE conference for you and share that confidence with your boss!

# Cost of Attendance Worksheet

*Calculate your budget using this table*

<table>
<thead>
<tr>
<th>Expense</th>
<th>Guidance</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong>&lt;br&gt;January 18-22, 2020&lt;br&gt;San Diego, California</td>
<td>Register by October 24 and save $200 from regular registration rates.&lt;br&gt;General registration includes four plenary sessions; 200+ accredited educational courses; coffee breaks; two lunches; three days of Exhibit Hall access; reception in the Exhibit Hall; SimVentors Showcase; 10th Annual Serious Games &amp; Virtual Environments Arcade &amp; Showcase; Poster Presentations &amp; Professor Rounds; and non-stop networking with international attendees.</td>
<td>$695 members&lt;br&gt;$895, non-members through Oct. 24.&lt;br&gt;$695, government employees (federal employees and military personnel who are military employees)&lt;br&gt;$495, students&lt;br&gt;Additional rate info available <a href="#">online</a>.</td>
</tr>
<tr>
<td><strong>Preconference &amp; Immersive Courses, January 18</strong></td>
<td>These optional courses add to the IMSH experience; Immersive Courses will be taught in local simulation centers. <em>Note: Attendees must purchase IMSH General Session registration to be eligible for Pre-conference and Immersive registration.</em></td>
<td>$320–Four-hour Preconference Course&lt;br&gt;$320 – Four-hour Immersive Course includes travel to and from the host site and PDF of program materials (if applicable).</td>
</tr>
<tr>
<td><strong>Certification Blueprint Review Courses, January 18</strong></td>
<td>Registration includes course materials, beverage breaks and lunch. <em>This course does not require IMSH General Session registration.</em></td>
<td>$320 for eight-hour course</td>
</tr>
<tr>
<td><strong>Flight to San Diego</strong></td>
<td><a href="#">Delta Airlines</a> is offering discounts to IMSH attendees, or check online travel sites.</td>
<td>$</td>
</tr>
<tr>
<td><strong>Hotel</strong></td>
<td>Check out <a href="#">IMSH hotel reservations</a> for special discounts. Consider sharing a room.</td>
<td>$</td>
</tr>
<tr>
<td><strong>Transportation: Airport to Hotel</strong></td>
<td>Use an airport shuttle service or other available transportation to get to/from your hotel.</td>
<td>$</td>
</tr>
<tr>
<td><strong>Parking Reimbursement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mileage Reimbursement</strong></td>
<td>If your company offers mileage reimbursement, track your miles driving to the conference or airport.</td>
<td>$</td>
</tr>
</tbody>
</table>

*Subtotal<br>Total number of employees attending<br>Total $*
Government Employee Letter

Dear <Supervisor’s Name>,

I would like to attend the 2020 International Meeting on Simulation in Healthcare (IMSH), January 18-22, in San Diego, California. The conference is the annual meeting of my professional association, the Society for Simulation in Healthcare (SSH).

This annual event showcases healthcare simulation, education modeling and training technology and is one of the most comprehensive opportunities for industry and military professionals to interact. IMSH will introduce me to emerging technology, technical papers, hands-on workshops, best practices, new research and more.

Attending IMSH 2020 will enable me to participate in a number of education sessions that are directly applicable to my work and will connect me with healthcare simulations professionals from around the world.

To focus on our organization’s needs, I’m interested in the following courses:

- <include education session name>
- <include education session name>
- <include education session name>
- <include education session name>
- <include education session name>

Plus, the line-up of plenary speakers promises to deliver excellent ideas and solutions I can use:

- **Carey Lohrenz** was the first female F-14 Tomcat Fighter Pilot in the U.S Navy and will provide insight on Leadership, High-Performing Organizations and Diversity Training
- **Mick Ebling** has been named one of Fortune Magazine’s World’s Greatest Leaders and is a recipient of the Muhammad Ali Humanitarian of the Year Award. He pushes the bar on innovation and pushes others to do the same
- **Tim Draycott** is a Consultant at Southmead Hospital and the University of Bristol. He has led the development of a new academic department in Obstetrics and Gynecology at North Bristol that is now recognized as a world-leading intrapartum and safety research center
- **Victoria Brazil** is Professor of Emergency Medicine and Director of Simulation at the Gold Coast Health Service and at Bond University medical program.
In addition to the plenaries and education sessions, there are several unique showcases and learning formats for me to explore:

- **The 10th Annual Serious Games & Virtual Environments Arcade & Showcase** provides an environment where users of virtual and game-based technology collaborate and network with students, clinicians, educators, start-ups, and established companies.

- The **SimVentors Showcase** highlights the newest ideas in healthcare simulation developed by my peers.

- With well over 115 companies, the **IMSH Exhibit Hall** showcases the world's largest exhibition for healthcare simulation professionals.

I’ve identified a number of education sessions which will allow me to gain knowledge and understanding about industry best practices, innovations and how we can improve our processes. Many of the presentations directly relate to issues that we currently face.

**Quick Facts**

- The IMSH Exhibit Hall showcases Department of Defense Research in Progress, as well as 100 exhibitors demonstrating the latest product and services.
- IMSH is attended by 3,000+ global healthcare simulation professionals, including Administrators, Operations Specialists, Educators, Clinicians, Researchers and others who work for hospitals, colleges/universities, government, and simulation centers worldwide.
- There are 200+ sessions that explore various aspects of healthcare simulation.
- There is an opportunity to earn over 40 Interprofessional Continuing Education Credits (IPEC) for learning.

**The government rate for IMSH registration is $695 and is available to federal employees and military personnel who are federal employees.**

Here is an estimate:

Registration: <$xxxx>
Airfare: <$xxxx>
Ground transportation: <$xxxx>
Hotel: <$xxxx>
Meals: <$xxxx> *Monday and Tuesday lunch in Exhibit Hall included.*
Total cost: <$xxxx>.

The opportunity to develop contacts and gain knowledge in specific areas of healthcare simulation makes my attendance at IMSH 2020 a smart investment — one which will yield dividends throughout the year for <employer>.

Sincerely,

<Your Name>
SSH MEMBER LETTER

Dear <Supervisor’s Name>,

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**The member rate for IMSH registration before October 24 is $695. It is $895 after that date.**

Here is an estimate:
Registration: <$xxxx>
Airfare: <$xxxx>
Ground transportation: <$xxxx>
Hotel: <$xxxx>
Meals: <$xxxx> *Monday and Tuesday lunch in Exhibit Hall included.*

Total cost: <$xxxx>.

The opportunity to develop contacts and gain knowledge in specific areas of healthcare simulation makes my attendance at IMSH 2020 a smart investment— one which will yield dividends throughout the year for <employer>.

Sincerely,

<Your Name>
NON-MEMBER LETTER

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To focus on our organization’s needs, I’m interested in the following courses:

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**The non-member rate for IMSH registration before October 24 is $895. It is $1,095 after that date. Also, I can join SSH for $125 for one year if I sign up before Oct. 31. If I become a member, I can attend IMSH at an early bird rate of $695 if I register before Oct. 24.**

Here is an estimate:
- Registration: <$xxxx>
- Airfare: <$xxxx>
- Ground transportation: <$xxxx>
- Hotel: <$xxxx>
- Meals: <$xxxx> *Monday and Tuesday lunch in Exhibit Hall included.*
- Total cost: <$xxxx>.

The opportunity to develop contacts and gain knowledge in specific areas of healthcare simulation makes my attendance at IMSH 2020 a smart investment— one which will yield dividends throughout the year for <employer>.

Sincerely,

<Your Name>
SATURDAY

Complete session details are in the SSH Events App, available for Apple and Android platforms.

NEW! Scan the QR codes for additional session details.

7:00 AM - 6:00 PM

INSPIRE
ROOM 007C & D

8:00 AM - 12:00 PM

PRECONFERENCE COURSE
Build SP Methodology into Your Simulation Practice (#39242)
ROOM 302B

PRECONFERENCE COURSE
SSH CHSE-A Certification Subcommittee Presents:
CHSE-A Portfolio Workshop (#38704)
ROOM 303C

IMMERSIVE COURSE
SSH Academy Fellows Present:
Establish Intra- and Inter-rater Reliability for Simulation-based Assessment Activities (#41134)
UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO H-E-B CLINICAL SKILLS CENTER

IMMERSIVE COURSE
NextGen NCLEX: Develop Reliable Assessments of Clinical Judgment (#41132)
GALEN SCHOOL OF NURSING

PRECONFERENCE COURSE
Plan for ROI: Build Value into Simulation Program Development (#38521)
ROOM 301B

IMMERSIVE COURSE
Root Cause Analysis Utilizing Simulation (#41129)
BROOKE ARMY MEDICAL CENTER FORT SAM HOUSTON

PRECONFERENCE COURSE
Simulation Program Development and Sustainability: Plan for Success (#39851)
ROOM 302C

NEW!
Member Orientation
Learn about the benefits of SSH membership and ask questions of the SSH membership team. This is open to current, prospective, and new members. Everyone is welcome! Check the schedule for a convenient time!
8:00 AM - 12:00 PM

PRECONFERENCE COURSE
Simulation Research, Where Do I Start? (#39795)
ROOM 302A

PRECONFERENCE COURSE
Sticky Situations: Tools for Difficult Debriefings (#39805)
ROOM 301A

PRECONFERENCE COURSE
System Improvement Strategies: Move from Micro to Macro using Resilience Engineering Concepts (#39914)
ROOM 303A

IMMERSIVE COURSE
Tactical Combat Casualty Care: Concepts and Interventions (#41133)
CAMP BULLIS FORT SAM HOUSTON

PRECONFERENCE COURSE
Think Like a Consultant! Three Secrets to Successful System Integration (#38575)
ROOM 303B

PRECONFERENCE COURSE
SSH Pediatric Section Presents: Use Simulation to Test and Improve New Clinical Space and Processes (#38555)
ROOM 301C

PRECONFERENCE COURSE
SSH Serious Games & Virtual Environments SIG Presents: Use Virtual Reality in Health Professions Education - A Bootcamp for Simulation Professionals and Faculty (#39980)
ROOM 304A

8:00 AM - 5:00 PM

PRECONFERENCE COURSE
CHSE Blueprint Review Course (#42826)
ROOM 006A

PRECONFERENCE COURSE
CHSOS Blueprint Review Course (#42827)
ROOM 007A

9:00 AM - 10:00 AM

Membership Orientation
SSH CENTRAL

11:00 AM - 12:30 PM

Executive Committee, Corporate Roundtable
ROOM 225D

1:00 PM - 2:30 PM

Corporate Roundtable Meeting
ROOM 225D
1:00 PM - 4:00 PM

Internal Medicine Affinity Group
ROOM 221A

Pediatrics Section First Meeting (#40991)
Continuing Education Units Available
ROOM 221B

Terminology & Concepts Working Group - By Invitation Only
ROOM 225C

1:00 PM - 5:00 PM

PRECONFERENCE COURSE
Become a SimVentor: Build Inventions to Improve your Simulations (#38700)
ROOM 303A

PRECONFERENCE COURSE
Communication for Leaders: Expert Techniques for Simulation - and for Life!
(#39644)
ROOM 301C

PRECONFERENCE COURSE
Development and Implementation of Simulation-based Stations for Objective Structured Clinical Examinations (OSCEs) (#39874)
ROOM 301A

IMMERSIVE COURSE
Escape Room: Explore Leadership Learning Goals (#39535)
ESCAPE THE ROOM SAN ANTONIO

IMMERSIVE COURSE
SSH Academy Fellows Present: Hospital Disaster Evacuation - Go Beyond the Table Top (#41116)
UNIVERSITY OF TEXAS HEALTH SCIENCES CENTER AT SAN ANTONIO CENTER FOR SIMULATION INNOVATION

PRECONFERENCE COURSE
Optimize High Reliability: Use Simulation as a QI - Patient Safety Improvement Tool (#39570)
ROOM 302A

PRECONFERENCE COURSE
Public Speaking: Just Say It (#38310)
ROOM 303B

FREE WIFI
Network: IMSH
password: JoinSSH

Using Turning Technologies in your presentation?
SCAN HERE
1:00 PM - 5:00 PM

**PRECONFERENCE COURSE**

Redefine Reality: Master Moulage, Molds and Theatrics to Make Simulation Come to Life! (#39034)
ROOM 302C

**PRECONFERENCE COURSE**

Simulation Facilities: Design Your Center using Best Practice (#39869)
ROOM 303C

**PRECONFERENCE COURSE**

Use a Tag Team Approach to Engage Diverse Learners in Patient Safety and Corporate Management Simulations (#42009)
ROOM 304A

**PRECONFERENCE COURSE**

Value of Simulation in Healthcare: From Reaction to Return on Investment (#38461)
ROOM 301B

2:00 PM - 3:00 PM

Membership Orientation
SSH CENTRAL

3:00 PM - 4:00 PM

Membership Orientation
SSH CENTRAL

6:00 PM - 7:00 PM

President's Diamond Ball Cocktail Hour - *Preregistration Required*
GRAND HYATT SAN ANTONIO - LONE STAR BALLROOM FOYER

7:00 PM - 11:00 PM

President's Diamond Ball Dinner and Dancing - *Preregistration Required*
GRAND HYATT SAN ANTONIO - LONE STAR BALLROOM

**SUNDAY**

Join us for Poster Presentations and IMSH Professor Rounds
3:00 PM – 7:00 PM
Exhibit Hall 1
SUNDAY

Complete session details are in the SSH Events App, available for Apple and Android platforms.

NEW! Scan the QR codes for additional session details.

6:00 AM - 8:00 AM

#SimFit19 5K Fun Run/Walk - Preregistration Required
CONFERENCE CENTER ENTRANCE

7:30 AM - 12:30 PM

Accreditation Reviewer Training (#43104) - By Invitation Only
Continuing Education Units Available
ROOM 301A

8:00 AM - 10:00 AM

Certification Blueprint Review Editors Meeting
ROOM 006C

CHSE Educational Content Advisory Team
ROOM 225C

Education Committee
ROOM 304B

IMSH Planning Committees 2019 & 2020
ROOM 303A

INSPIRE Breakout Session
GRAND HYATT SAN ANTONIO - PRESIDIO A

Research Committee
ROOM 304A

SimOps 2019 Planning Committee
ROOM 303B

Simulation Operations and Technology Section (#40948)
Continuing Education Units Available
ROOM 006B

Super-Sized Simulation Centers Affinity Group (#41868)
Continuing Education Units Available
ROOM 006A

Presented in Partnership by ASPE, INACSL and SSH:
Women in Leadership - Handling Difficult Conversations (#42561)
Continuing Education Units Available
ROOM 007A & B
10:00 AM - 12:00 PM

Affiliates Subcommittee
ROOM 303C

Directors of Simulation Centers Special Interest Group
(#40976)
Continuing Education Units Available
ROOM 304A

Healthcare Systems Modeling & Simulation Affinity Group
(#42108)
Continuing Education Units Available
ROOM 225D

Nursing Section: Redefining and Redesigning the SSH Nursing Section
(#42540)
Continuing Education Units Available
ROOM 225B

11:00 AM - 12:30 PM

LEARNING LABS

Cardionics: Introducing the Bionic Hybrid Simulator
ROOM 221B

Cardionics: Introducing the Bionic Hybrid Simulator

LEARNING LABS

Education Management Solutions: Active Competency Based Learning - Leveraging AI to Evolve Your Curriculum and Automate Credentialing
ROOM 221A

11:30 AM - 12:30 PM

Book Salon Affinity Group
(#41021)
Continuing Education Units Available
ROOM 225A

CHSOS Educational Content Advisory Team
ROOM 221C

11:30 AM - 12:30 PM

LEARNING LABS

CAE Healthcare: Screen-based Simulation (SBS) for Maintenance of Certification
ROOM 221D

LEARNING LABS

IMSH Orientation Event
ROOM 007C & D

SSH Academy Fellows and the SSH Research Committee Present:
Research Speed Mentoring Event
(#38502)
ROOM 007A & B

NEW!
Science & Technology Experience
Exhibit Hall 1

Don’t miss this new feature of IMSH, featuring the SimVentors Showcase, Serious Games Arcade, the Augmented Reality/Virtual Reality Cave and Poster Presentations.
1:00 PM - 2:45 PM
Opening Plenary Session and Keynote Presentation with Tali Sharot (#42758)
STARS AT NIGHT BALLROOM

Professor of Cognitive Neuroscience at University College London where she directs the Affective Brain Lab

Live-stream Sponsored by:

3:00 PM - 5:00 PM
SSH Academy Fellows - By Invitation Only
ROOM 225A

3:00 PM - 6:00 PM
SSH Accreditation Council
ROOM 302B

3:00 PM - 7:00 PM
9th Annual Serious Games & Virtual Environments Arcade & Showcase (#42575)
Continuing Education Units Available
EXHIBIT HALL 1

Sponsored by:

Grand Opening of Exhibit Hall
EXHIBIT HALL 1

SimVentors Showcase (#42573)
Continuing Education Units Available
EXHIBIT HALL 1

3:30 PM - 5:00 PM
LEARNING LABS
Laerdal Medical: Teaching with Scenarios
EXHIBIT HALL 1

4:00 PM - 5:00 PM
NEW! Membership Orientation
SSH CENTRAL
**Professor Rounds: Debriefing**
(42582)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Disaster Preparedness/EMS** (#42583)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Instructional Design A** (#42584)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Instructional Design B** (#42585)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Interprofessional**
(#42588)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Learner Assessment A** (#42579)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Learner Assessment B** (#42580)
*Continuing Education Units Available*
EXHIBIT HALL 1

**Professor Rounds: Learner Assessment C** (#42581)
*Continuing Education Units Available*
EXHIBIT HALL 1

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**Stop by the 9th Annual Serious Games & Virtual Environments Arcade & Showcase**

*Sunday: 3:00 PM - 7:00 PM, Exhibit Hall 1*

The Serious Games and Virtual Environments Arcade and Showcase is where users of virtual and game-based technology can collaborate and network with students, clinicians, educators, and start-ups, as well as small and large established companies. Don't miss this popular event!
Professor Rounds: Nursing Education (#42594)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Patient Safety (#42589)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Patient/Family Education (#42592)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Procedural Training (#42587)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Resuscitation (#42577)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Standardized Patients (#42578)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Student Education (#42576)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Systems/Directors/Overview (#42591)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Technology (#42593)
Continuing Education Units Available
EXHIBIT HALL 1

Professor Rounds: Virtual Environments (#42443)
Continuing Education Units Available
EXHIBIT HALL 1

4:30 PM - 7:00 PM
Grand Opening Reception in Exhibit Hall
EXHIBIT HALL 1

**SSH Annual Business Meeting**
*Monday: 4:45 PM – 5:45 PM, Room 221D*

Join the SSH Board of Directors for the Annual Business Meeting, which will include a 2018 year in review, a financial update, a bylaws update, and the presentation of service awards. SSH Members are invited to attend and ask questions or tweet their questions to the board.