

JUSTIFICATION KIT

CMSA invites you to join us for the case management event of the year – the 2025 CMSA Annual Conference & Expo, June 24 – June 27, 2025, at the Hilton Anatole in Dallas, Texas.

We encourage you to review the materials in this toolkit to gain a greater understanding of the **2025 CMSA Annual Conference, taking place June 24-27, 2025, in Dallas, Texas**, and how to communicate its value when requesting attendance approval from your manager or supervisor to attend.

CMSA has created some simple steps to assist you in obtaining financial support to participate in the conference. With expert advice and justification documents, your supervisor is sure to appreciate the investment made into your training and development as well as to your program's success.

Below please find helpful information to explain why you should attend CMSA's Annual Conference.

The Justification Kit includes:

- Cost and Benefit Details
- Tips to Support Your Request
- Recommendations for what to include in Your Request Letter
- On the final page you will find a *Sample Cover Letter to Your Supervisor* (or Decision Maker)—Copy and paste the information in the letter and place on your company's letterhead.

Be sure to highlight that the CMSA Annual Conference is the most nationally recognized educational conference for case management professionals. Point out that networking and discussion amongst your peers are highly valuable to your growth and development.

Remember: You should be ready to answer any question that your supervisor may have. After you provide all the necessary information to your supervisor, he/she will assess the information before making the decision. Your supervisor's decision will likely depend on the information you provide and how well you articulate, advocate and/or justify the benefits of attending the conference.

For more details on our 35th Annual Conference, view the [2025 CMSA Annual Conference Registration Brochure](#).

Good luck, and we'll see you in June!



JUSTIFICATION KIT

* Please note there is a separate [Justification Kit](#) for Military, VA and DoD attendees.

CMSA Annual Conference –Tuesday, June 24 through Friday, June 27, 2025

AVAILABLE DISCOUNTS and BENEFITS:

- **Group Discounts:** Three (3) or more individuals who register together receive an additional \$25 off per person on any paid full conference registration rate.
- **Leadership Discount:** Current Chapter Leaders receive an additional \$50 off.

FULL CMSA Annual Conference Registration Fees include:

- **Access to the live Exhibit Hall & Posters:** Where cutting industry organizations are on full display with the latest products and services.
- **Networking:** Join colleagues for the opening reception, roundtable discussions, engaging conversations in the exhibit and networking sessions to make connections, learn practical best practices, and problem-solve together.
- **Continuing Education:** Obtain continuing education through keynote presentations, concurrent sessions, symposia and poster sessions.
- **Digital Content Access:** Main Conference Attendees may also access recordings and earn additional CE's through July 31, 2025.

CE HOURS: CE details coming soon!

CMSA's educational sessions are crafted to ignite conversations, inspire innovation, and deliver actionable strategies for case managers. You'll gain practical tools and discover successful initiatives that can transform both your practice and case management systems.

CONTINUING EDUCATION CREDITS:

CMSA is excited to offer continuing education credits to conference attendees for the following:

RN, SW, CCM & CCM Ethics, CDMS & CDMS Ethics, CRC & CRC Ethics, CNLCP and CPQH.

CEs Offered
at #CMSA2023:

60+!!

CEs Offered
at #CMSA2024:

75+!!



The full line-up of educational sessions and total hours awarded will be available in February.

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MAIN CONFERENCE

REGISTRATION TYPES

Full Access (Both In Person *and* Digital)

Experience the excitement of #CMSA2025 in person, with the added benefit of digital access! Attend live sessions and connect with peers, then as a bonus, access recorded concurrent, symposia and keynote sessions through July 31 to maximize your CE opportunities.

Single Day (In Person Only)

Pressed for time? Join us for a single day of education, networking, and inspiration. Digital access is not included, but you'll gain valuable insights in person!

Limited Digital Component (Digital Only)

Can't attend in person? Access the majority of #CMSA2025 educational content digitally! Watch recorded sessions within 48 hours of their live debut and enjoy exclusive digital content starting one week before the event. Plus, join the excitement with the option to livestream all three keynotes and the CMSA Annual Meeting highlighting the 35th-anniversary conference.

REGISTRATION TYPES	Early Bird 10/16/24 - 4/29/25		Standard 4/30 - 6/23/25		Onsite 6/24 - 6/27/25	
	Member	Non-member	Member	Non-member	Member	Non-member
Full Access (In Person + Digital)	\$690	\$890	\$805	\$1,010	\$855	\$1,060
Single Day	\$405	\$460	\$520	\$575	\$570	\$615
Limited Digital Component	\$590	\$785	\$710	\$945	\$710	\$945



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PRE-CONFERENCE REGISTRATION

June 24, 2025

Maximize your learning experience at #CMSA2025 by taking advantage of our Pre-Conference sessions—specialized opportunities designed to deepen your knowledge, sharpen your skills, and enhance your career. These exclusive sessions are perfect for case managers at all levels, from those preparing for certification and interested in exploring professional writing to those looking to expand their expertise in leadership.

LEADERSHIP PANEL

June 24, 2024 | 7:30 AM – 12:00 PM

“Innovative Leadership: Shaping the Future of Case Management”

This panel discussion features thought leaders who will explore the key qualities that define effective leadership in healthcare. You'll gain strategies for inspiring and sustaining a thriving case management environment. With insights from top professionals, this session will prepare you to lead with confidence in your career and beyond. 4 CE Hours, separate registration required.

Early Bird 10/1/24 - 4/29/25		Standard 4/30 - 6/23/25		Onsite 6/24 - 6/27/25	
Member	Non-member	Member	Non-member	Member	Non-member
\$115	\$140	\$165	\$190	\$190	\$215



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WRITER'S WORKSHOP

June 24, 2024 | 7:30 AM – 12:00 PM

The Case Manager's Writing Workshop: Get Started and Stay Motivated!

If you've ever thought about writing but didn't know where to begin, this session is for you. Learn writing fundamentals, how to overcome writer's block, and tips for sharing your expertise through blogs and professional publications. Plus, you'll have the chance to submit a blog for publication on CMSA.org with personalized feedback and guidance! 4 CE Hours, separate registration required.

Early Bird 10/1/24 - 4/29/25		Standard 4/30 - 6/23/25		Onsite 6/24 - 6/27/25	
Member	Non-member	Member	Non-member	Member	Non-member
\$50	\$60	\$60	\$70	\$85	\$100

CCM PREP WORKSHOP

June 24, 2024 | 7:30 AM – 5:00 PM

"Gaining Recognition and Validating Your Expertise in Case Management"

CCM Prep Course: Gaining Recognition and Validating Your Expertise in Case Management

Ready to elevate your career with a CCM certification? This in-depth workshop covers everything you need to know about the CCM exam, from eligibility requirements to domain-specific study tips. You'll leave equipped to take the next step in your professional journey. 8 CE Hours, separate registration required.

Early Bird 10/1/24 - 4/29/25		Standard 4/30 - 6/23/25		Onsite 6/24 - 6/27/25	
Member	Non-member	Member	Non-member	Member	Non-member
\$250	\$320	\$290	\$370	\$310	\$395



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Define your goals for attending the conference. Example goals:

- Contribute to my professional development as a case manager through education and discussion in areas such as patient safety, caseload management, veteran's benefits, transitions of care, and family engagement.
- Earn credit hours toward an industry certification or recertification program.
- Be part of a group that is committed and dedicated to continued and lifelong professional development.
- Learn ways to reduce costs, increase efficiency, motivate and advocate for patients, and various innovative ideas to use in my daily job.
- Create a list of exhibiting contacts I plan to meet and explore new technologies and resources for use with our patients and clients.
- Attend CMSA's Expo, where I will be immersed in the industry's most comprehensive marketplace for case management professionals.
- Volunteer to conduct an in-service at your place of employment to share the knowledge and tools from conference presentations.

Plan to Achieve Conference Goals and Demonstrate ROI:

Also, include details on how you plan to achieve these goals. For example, you might say: *I have identified the following list of sessions. Based on session descriptions and learning objectives, I believe these sessions will not only assist me in achieving my goals but also allow me to build a professional network and bring new tools and techniques to apply in our organization. I would also be happy to share what I learn with my peers as part of a workplace in-service or staff meeting.*

Visit <https://cmsa.societyconference.com> for a full schedule. List all sessions you plan to attend as well as the session objectives and indicate how the session will benefit you and your organization.

An example from a prior year:**My Session List:**

Title: Using Evidence-Based Decision-Making in Case Management Leadership
(Leadership Track)

Learning Objectives:

- Define the process and purpose of evidence-based management (EBM)
- Describe the use of EBM in case management leadership
- Identify the barriers of and facilitators for EBM for use by case management leaders

Anticipated ROI:

The evidence-based management principles discussed in the presentation could provide ideas on how I can better deliver care, reduce care costs and manage resources.

Presenter:

- Joan Sevy Majers, DNP, RN, FACHE, CENP, CCM

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CONFERENCE ATTENDANCE REQUEST LETTER TEMPLATE - OPTION 1

copy/paste or click the icon to download>



Use this option October 2024 - January 2025

In lieu of the full #CMSA2025 Conference Schedule which has not yet been released, we have provided the 2024 Main Conference Schedule to serve as an example of the quality, quantity and variety of sessions offered in 2025.

[INSERT date]

Dear [INSERT your supervisor's name]:

In order to provide [INSERT name of your facility] with the most current information on professional concepts, advances, educational tools and resources, evidence-based guidelines, performance measures, and standards of practice in healthcare case management, I would like to attend the Annual Conference hosted by the Case Management Society of America from June 24 – June 27, 2025, at the Hilton Anatole in Dallas, Texas.

As the sole health care event designed to deliver clinical, professional, regulatory and personal growth for case management professionals, the CMSA Annual Conference & Expo offers continuing education from more than six certifying bodies through concurrent sessions, symposia, poster presentations, keynote sessions, and educational tracks like acute care, leadership, long-term care services, health disparity, telehealth, workers' compensation, managed care, population health and more.

In addition, this event provides opportunities to share best practices, discuss professional challenges, participate in local chapter activities, and network with other healthcare case managers, both civilian, military and other related professionals.

While the full slate of #CMSA2025 sessions is not yet available, you can access the 2024 CMSA Annual Conference schedule **HERE** for an example of the quality, quantity and variety of sessions offered in 2025.

Handouts for all sessions, including those I cannot attend, will be available online for all registrants prior to the conference, and I will have access to all recorded sessions for the Main Conference program (at least 50 CEs) through July 31, 2025, at no additional cost.

I will also be able to experience the latest state-of-the-art technology in healthcare products and services in the CMSA Expo Hall and attend roundtable networking sessions to discuss best practices and problem-solve with peers.

Registration Fees [Insert the main conference and pre-conference registration fee(s) that apply to you from pages 3-5.]

Main Conference: \$

Pre-Conference: \$

The CMSA Annual Conference will allow me to discover new and emerging techniques in advancing care delivery, quality, and coordination. I plan to pass on the information that I have learned at the conference to other members of our [INSERT unit/team/department], and my notes will be available for reference following the conference.

Lastly, here is the conference website for your reference: <https://cmsa.societyconference.com/>

Thank you for your consideration of my request.

Sincerely,

[INSERT your name]

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CONFERENCE ATTENDANCE REQUEST LETTER TEMPLATE - OPTION 2

copy/paste or click the icon to download>



[INSERT date]

Use this option February 2025 - June 2025

Dear [INSERT your supervisor's name]:

The full #CMSA2025 Conference Schedule has been released. Please access the schedule [HERE](#) to provide specific examples of the quality, quantity and variety of sessions offered in 2025.

In order to provide [INSERT name of your facility] with the most current information on professional concepts, advances, educational tools and resources, evidence-based guidelines, performance measures, and standards of practice in healthcare case management, I would like to attend the Annual Conference hosted by the Case Management Society of America from June 24 – June 27, 2025, at the Hilton Anatole in Dallas, Texas.

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In addition, this event provides opportunities to share best practices, discuss professional challenges, participate in local chapter activities, and network with other healthcare case managers, both civilian, military and other related professionals.

The sessions that are of particular relevance for our work include:

[INSERT a list of sessions that will provide the greatest benefit to your organization. The list of sessions is posted on <https://cmsa.societyconference.com/>]

Handouts for all sessions, including those I cannot attend, will be available online for all registrants prior to the conference, and I will have access to all recorded sessions for the Main Conference program (at least 50 CEs) through July 31, 2025, at no additional cost.

I will also be able to experience the latest state-of-the-art technology in healthcare products and services in the CMSA Expo Hall and attend roundtable networking sessions to discuss best practices and problem-solve with peers.

Registration Fees [Insert the main conference and pre-conference registration fee(s) that apply to you from pages 3-5.]

Main Conference: \$

Pre-Conference: \$

The CMSA Annual Conference will allow me to discover new and emerging techniques in advancing care delivery, quality, and coordination. I plan to pass on the information that I have learned at the conference to other members of our [INSERT unit/team/department], and my notes will be available for reference following the conference.

Lastly, here is the conference website for your reference: <https://cmsa.societyconference.com/>

Thank you for your consideration of my request.

Sincerely,

[INSERT your name]