



AMERSA 2025 CONFERENCE ATTENDANCE JUSTIFICATION TOOLKIT

Use this toolkit to assist in supporting your trip to Portland, Oregon for the AMERSA 49th annual conference.

What is the AMERSA conference?

The Annual National Conference of AMERSA is a multidisciplinary meeting for health professional educators, clinicians and researchers in the field of addiction science. The conference attracts leaders and decision-makers in the fields of substance use disorder prevention, treatment, harm reduction, recovery and advocacy from government organizations (federal, state, local), universities, health care delivery organizations and more. With wide spheres of influence, AMERSA members are integral in disseminating knowledge and guiding the next generation of addiction health care professionals. Participation leads to access to the latest research in substance use and addiction, collaboration among experts in a variety of disciplines, and practical knowledge and resources to take back to your community.

Highlights of the AMERSA conference

- Collaboration and relationship building with educators, researchers and practitioners in the field of substance use and addiction
- Nearly 300 abstract presentations highlighting innovative and evidence-based research
- Engaging plenary sessions featuring national experts
- Interactive workshops focused on skill-building and practical application
- A warm, welcoming environment for sharing advice, lessons learned and opportunities

Why should YOU attend?

Stay current with evidence-based practices: The drug use landscape is constantly evolving. Attendees at the AMERSA conference engage in conversation on the latest research, policies and clinical guidelines, helping providers and advocates stay up to date.

Build multidisciplinary skills: Attendees can deepen their collaboration and enhance skills by learning how a variety of disciplines, including nursing, social work, psychiatry, emergency medicine and peer support, approach substance use and addiction.

Strengthen community and professional networks: Connecting with other providers, researchers, and advocates fosters collaboration and shared learning, which can lead to new partnerships and initiatives.

Fulfill continuing education requirements: AMERSA offers continuing education credit for a wide range of professional disciplines through our partner, AAAP (American Academy of Addiction Psychiatry).

Support professional growth: Engaging in continuing education, exchanging ideas and reconnecting with the "why" behind the work can increase professional satisfaction and encourage growth.

Next Steps:

1. Prepare your travel proposal using the worksheet and letter template below and the talking points above.
2. Visit our site at amersa.org/annual-conference to gather information needed to help with decision making (i.e., agenda, travel information).
3. Register for the AMERSA 2025 conference.
4. Tell a colleague/peer/co-worker to join you in Portland, OR for AMERSA 2025!

Estimate your costs:

Expense Category	Description	Estimated Cost
Registration	Full Conference Early Bird Rates: Member \$735 Non-Member \$845 1 st time attendee \$785	\$
Travel (Flight, Train)	Estimate your round-trip travel to AMERSA.	\$
Hotel/Lodging	Stay at the conference hotel for a special rate of \$199/night + 16% tax. (_____ days x \$199) x 16%)	\$
Local Transportation (to and from hotel)	Estimate your costs for car rental, taxi, or rideshare.	\$
Meals	Breakfast is included in the cost of registration. Estimate those meals that are not covered.	\$
OR Per Diem	(_____ x _____ days)	\$
Mileage Reimbursement	Estimate your distance and multiply by your organization's mileage rate. (_____ miles x _____ /mile)	\$
Parking Fees	\$35/day (_____ days x \$35)	\$
TOTAL		\$

Letter of Support:

[Date]

[Decision Maker's name]

[Title]

[Organization name]

[Mailing Address]

[City, State, Zip]

Dear [Decision Maker's Name],

AMERSA (Association for Multidisciplinary Education in Substance Use and Addiction) will be hosting their annual conference on November 13 to 15 in Portland, OR, and I am interested in attending. The AMERSA conference is unique in that it incorporates a wide range of disciplines, including social work, nursing, peers, policy and counseling (among many others), to ensure a comprehensive view of substance use and addiction. The theme this year is "Building Stronger Communities through Addiction Care Innovation, Research, Education and Policy."

The conference will offer opportunities to learn about current research, clinical best practices and innovative approaches in the field of substance use, and I will have the chance to engage with multidisciplinary health professionals and community leaders in this space. In addition to nearly 300 abstract presentations featuring the latest research, plenary sessions will be led by experts in the field and cover topics of national importance. The conference will also offer interactive workshop sessions with practical tools that can be applied directly in our organization and the community. Attending will not only enhance my professional development but will also benefit our team as we strengthen our resources related to substance use and addiction.

I am confident that the knowledge and connections gained from this event will benefit our organization, and I would be glad to share what I have learned with colleagues upon my return.

Thank you for considering this request. The attached budget outlines the anticipated expenses associated with my attendance. Please let me know if you need any additional information or documentation regarding the event.

Sincerely,

[Your name]

[Title]