

[Date: ]

Dear\_\_\_\_\_\_\_\_\_,

I am submitting this formal request for approval to attend **CAE Healthcare’s 2019 Human Patient Simulation Network world** conference (**CAE HPSN World 2019**), to be held in Orlando, Florida on February 26-28, 2019.

HPSN World 2019 provides valuable opportunities to learn, network and obtain critical insights into the latest developments in healthcare through breakout sessions, live-action disaster drill scenarios and intensive hands-on workshops.

By attending this industry conference, I will vastly improve my professional knowledge and skills. I can earn crucial Continuing Education Units and come away with a better understanding of how to effectively apply healthcare simulation standards and best practices within my role as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to benefit our educational and clinical training programs.

The presentations and training courses at HPSN World 2019 are of the highest quality; facilitated by industry leaders and clinical educators, offering expertise on a wide range of relevant topics, including

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*choose topics of interest from the agenda on the hpsn.com website*)
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The conference fee is just $199, but there is an **early-bird discount rate** of $99.00 if I register by January 11, 2019. The fee is a real bargain because it covers so much -- registration, breakfasts, lunches and snacks, free CAE Healthcare training courses and concurrent sessions.

I am requesting approval for the registration fee, and associated travel and lodging expenses for the conference.

Travel: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel: $224.00 USD (Renaissance Orlando at SeaWorld conference rate cost per night, plus applicable taxes)

Miscellaneous (includes non-supported meals): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HPSN World 2019 Registration Fee: $199.00 (or, Early Bird Rate: $99.00)

**The total estimated cost is**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let me know if you have additional questions. I appreciate your consideration of this conference attendance request and thank you for your support of my continued growth as a healthcare professional.

Sincerely,