



Dear _____,

I am requesting approval to attend Laerdal Medical's National Simulation User Network (SUN) Conference at the Mohegan SUN in Uncasville, Connecticut, April 24th - 26th, 2019.

The SUN conference offers a robust agenda that features educational content in pre-conference workshops, breakout sessions, live scenarios and networking opportunities. I plan to gain a better understanding of healthcare simulation standards and best practices for **(Choose Role: *Managing* *Operating* *Utilizing*)** our simulation resources and program. There are many sessions that will increase my knowledge of simulation training strategies and allow me to participate in valuable hands-on training. The presentations are facilitated by industry experts and clinical educators with expertise on various topics.

The full conference price is \$300, but I can save \$75 if I register by Friday, February 15th, 2019. The cost includes the registration fee, breakfasts, lunches, snacks, and the Solutions Bar Networking Event.

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

Travel: _____

Hotel: \$139 (per night plus applicable state and local taxes)

Meals: _____

Miscellaneous: _____

Early Bird Conference Cost: \$225

After February 15th: \$300

The total estimated cost is: _____

Please let me know if you have additional questions. I would appreciate your support in attending the SUN Conference.

Thank you,
