



Dear _____,

I am requesting approval to attend Laerdal Medical's National Simulation User Network (SUN) Conference in Schaumburg, Illinois, April 30th - May 2nd, 2018.

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 March 1st, 2018. 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: \$159 (per night plus applicable state and local taxes)

Meals: _____

Miscellaneous: _____

Conference Cost: \$225

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,
