Laerdal® helping save lives SUN SIMULATION user NETWORK

Dear_____,

I am requesting approval to attend Laerdal Medical's National Simulation User Network (SUN) Conference, being held May 13-15, 2020 at The Royal Sonesta in Houston, TX.

The Simulation User Network (SUN) Conference draws over 300 user network members to each meeting. It serves as a platform for collaboration, innovation and simulation advancements that lead to improvements in education and healthcare delivery. The theme of this SUN Conference is *Using Simulation to Improve Outcomes.* The agenda includes topics like learning efficiency, engagement, learning retention, and return on investment, just to name a few. The conference unites all levels of simulation users to experience 40+ breakout sessions, hands-on experiences and networking activities.

By attending, I plan to gain a better understanding of healthcare simulation best practices that can maximize our simulation efforts. There are many sessions that will increase my knowledge of simulation strategies and which will allow me to actively participate. The presentations are facilitated by industry experts and clinical educators, all of whom will be there to impart their expertise.

The 3 day SUN Conference is $400 ($999 with full-day Educational Course). The cost includes the registration fee, breakfasts, lunches, snacks, and an evening educational social event.

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

Travel:_____
Hotel: $145 (per night plus applicable state and local taxes)
Meals:_____
Miscellaneous:_____
SUN Conference Cost: $400 or $999

The total estimated cost is:_____

Please let me know if you have additional questions.

Sincerely,

_____