



Dear _____,

I am requesting approval to attend Laerdal Medical's National Simulation User Network (SUN) Conference at the M Resort Spa Casino in Las Vegas, NV, October 2-4, 2019.

The theme of this SUN conference is *Using Simulation to Make Learning Stick*. Over the course of the two and half days, the agenda will cover issues like learning efficiency, engagement, learning retention, and return on investment, just to name just a few. The conference breakout sessions, live scenarios and networking activities will all be hands on and have been chosen based on past participant feedback.

By attending, I plan to gain a better understanding of healthcare simulation best practices for maximizing 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 full conference price is \$300. 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: \$300

The total estimated cost is: _____

Please let me know if you have additional questions.

Sincerely,
