



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

I am requesting approval to attend Laerdal Medical's National Simulation User Network (SUN) Conference in Schaumburg, Illinois, April 30<sup>th</sup> - May 2<sup>nd</sup>, 2017.

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 1<sup>st</sup>, 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,

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