



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

I'm seeking your approval to attend the American Hospital Association's **2021 Advancing Care Conference** in Chicago from Oct. 4-6, 2021. The purpose of the conference is to equip and empower the health care field with the best and next practices in health care quality, improvement, teamwork and innovation. The Advancing Care Conference will gather about 500 interdisciplinary health care professionals including clinical, quality, education, and other operational leaders.

This brand new event from the AHA's Center for Health Innovation focuses on providing a highly interactive, multi-touch experience that will equip me with an actionable plan when I return to our organization. I see the conference as an opportunity to gain inspiration, education and connections I need to be successful in my job and further the strategic goals of our organization. I will be able to meet and network with health care professionals from around the world who are focused on the same challenges we grapple with every day.

Between the content presented in the sessions and the invaluable networking, I plan to strengthen my skills in \_\_\_\_\_

\_\_\_\_\_, and walk away with new knowledge in \_\_\_\_\_.

I'm confident that attending the AHA Advancing Care Conference will directly influence my work on \_\_\_\_\_.

When I return from the conference, I will share takeaways with our team, including several, I'm sure, that we can start implementing immediately.

I've broken down the estimated cost of my attendance:

Airfare/Transportation: \_\_\_\_\_ Hotel/Food: \_\_\_\_\_

Event Fee: \_\_\_\_\_ TOTAL: \_\_\_\_\_

Thank you for taking the time to review this request, and I'm looking forward to hearing from you.

Best, \_\_\_\_\_

P.S. You can learn more about the event at [AdvancingCare.AHA.org](https://AdvancingCare.AHA.org).