Hi [Manager Name],

I would like to attend the ACOEP Scientific Assembly on August 11-15, 2023, in Washington, DC. This will not only further my professional development but also advance our department as a whole. I will have the opportunity to learn best practices and new strategies to make [insert organization name] more successful and keep us up-to-date.

**Scientific Assembly Benefits**

* **Cutting-Edge Topics from Top Docs.** With more than 75 unique sessions focused around important subspecialties, I’ll have the opportunity to learn from top minds in emergency medicine and bring that back to our department.
* **Connections.** I’ll not only hear the recent trends from the conference speakers, but I’ll have the opportunity to meet attendees and exhibitors who are at the forefront of the profession. This is a great opportunity to discover new ideas that will work right here.
* **Staying Relevant.** If we want to be and stay relevant, we must embrace, understand, and integrate new methods into our work. The Scientific Assembly is an excellent opportunity to do just that.
* **Inspiring Our Team.** I’ll take what I learn from ACOEP’s Scientific Assembly and share it with our team. I’ll leave the conference with the tools and know-how to integrate new strategies into our ED. In addition to the live conference, we have the ability to purchase the entire recorded conference as well at a deeply discounted rate. This additional fee includes access to a all the recorded content as well, nearly doubling what will be learned.

My projected costs for attending the Scientific Assembly are [insert cost from worksheet]. This includes registration, transportation, lodging, events, and meals. This estimate assumes that I register by the early bird deadline to receive a discount.

I will bring back new ideas, best practices, and new solutions that we can implement right away. I will also develop an overview of my learning and actionable takeaways for the team so that we can all work together to move the department forward.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]