<<Date>>

Dear <<Name>>,

I am requesting your approval and support to attend a day-long professional development activity, the Point-of-Care Bootcamp and Beyond meeting, November 8, 2019, in Pittsburgh, PA.

The meeting is intended for POCT professionals to receive skills and tools of immediate practical value during one business day. It will feature interactive group activities where I’ll learn greater skills to resolve POCT-related issues with healthcare colleagues. Within the information sessions, experts will share how they’ve tackled and overcome the unique challenges and requirements of POCT in their own professional careers.

Registration to the meeting includes

* 10 education sessions: 6 informative sessions with POC experts and 4 interactive breakout sessions
* Access to tools and reference materials: Presentations for advance download, and an interactive workbook with resources and reference materials
* Personalized feedback and interaction with the experts, as well as networking with professional peers
* Meals included: Breakfast, lunch, and 2 snack breaks
* CE offered: 7 ACCENT Continuing Education credits

I hope to employ the approaches offered at this event to support performance improvement, to spot and troubleshoot problems, and to help me perform at a higher level. A few sessions I think will be most beneficial are: [[find sessions here](https://www.aacc.org/meetings-and-events/conferences/poct-boot-camp/onsite-program-schedule)].

There will also be an opportunity for me to hear from a select group of exhibitors who will showcase POCT technology and services and address questions about their offerings.

Here’s a breakdown of my approximate conference costs:

Airfare: [$ ]

Transportation: [$ ]

Hotel: [$ ]

Meals: [$ ]

Conference registration fee: [$ ]

Total conference cost: [$ ]

When I return, I would be glad to share my feedback on the experience with my team as well as the valuable lessons and insights gleaned from my participation.

Thank you for considering my request.

Regards,

<<Signature>>