Hi [insert supervisor’s name],

I would like your approval to attend the 28th International CPOCT Symposium in Montreal, Quebec, Canada from September 20-October 2, 2020. This event will showcase technological advances in POCT—including informatics and IT, regulatory and validation considerations in POCT, and POCT clinical management issues involving existing technologies.

The 2020 International CPOCT Symposium includes a dedicated session on the role of artificial intelligence, precision medicine, and IT-based advances in POCT that explores cybersecurity threats and trends. The Symposium will teach me actionable new tactics and help me continue to improve my skills in:

* [Skill 1]
* [Skill 2]
* [Skill 3]

Going to the CPOCT Symposium will allow me to step back and focus on the big picture of how I can develop my skills and become better in my role, as well as the new strategies we can start applying now in our lab. Specifically, here’s what I’m planning to accomplish at the symposium:

* [Accomplishment 1]
* [Accomplishment 2]
* [Accomplishment 3]

When I get back, I will share takeaways with the team, including ones that we can implement immediately and an action plan for how we'll make that happen.

I've broken down approximately how much it will cost for me to attend:

* Airfare/Travel: $[XXX]
* Hotel: $[XXX]
* Registration: $[XXX]
* TOTAL: $[XXXX]

The earlier I register, the less expensive it will be. AACC also offers significant discounts on hotels, but I need to register before I can access them.

You can also learn more about the event at [www.aacc.org/cpoct](http://www.aacc.org/cpoct).

Thank you for taking the time to review this request, and I look forward to talking to you more about it.

Best,

Your Name