

September 21-23, 2016

Caesars Palace • Las Vegas, NV

SAMPLE LETTER TO MANAGEMENT

I would like to register to attend OR Manager Conference 2015. This Conference will be held September 21 through September 23 at Caesars Palace in Las Vegas, NV.

OR Manager Conference offers a variety of sessions, exercises, workshops, and courses at the conference and more than 100 exhibiting companies. I will be able to attend a number of sessions that directly apply to my ongoing projects at this organization and visit with numerous companies who can provide solutions catered to our unique needs.

Many of the sessions will offer tips and strategies that I can implement upon my return. A few of the sessions that I am particularly interested in include < insert session titles >. I would like to attend these because I feel I will gain < insert learning objectives > and be able to implement the findings in < insert projects or departments that will benefit >.

This conference offers the best value in the marketplace and is the premier, executive-level conference for OR directors, OR business managers, and others concerned with management of the surgical suite. OR Manager Conference is dedicated to providing solutions and best practices for managing the surgical suite. I will be able to interact with hundreds of OR leaders, allowing me to make invaluable contacts for future problem-solving endeavors.

Sessions are led by some of the most well-known experts and thought-leaders in the community. By attending these sessions, I can form lasting connections with these experts that will prove beneficial down the road.

The Exhibit Floor will feature more than 100 leading companies who provide products and technology solutions to improve efficiency, patient safety, and reduce costs. I will have the opportunity to meet with many of these companies and discuss their products and services, virtually eliminating the time and cost of future trips to each of these vendors separately.

By registering early, I can save hundreds on the registration packages with the Loyalty, Early Bird, and Advance discounts. Additionally, if multiple people from the company register at the same time, we can receive even deeper discounts. I am asking for funding for the conference fee, travel costs, food and lodging.

OR Manager Conference has arranged for hotel and airline discounts, and lunch and breakfast is provided for the days I register for. In addition, there is an evening networking event I can attend where food and refreshments are provided.

I feel attending OR Manager Conference is a valuable experience that would greatly benefit this facility/organization. I will be able to bring home all conference materials, allowing me to share with others in the office and possibly train them if needed.

Thank you for considering this proposal. Please let me know if there is any additional information I can provide to help make your decision.