Name

Position

Dear [Immediate Supervisor/Board],

The NAHCR IMAGE Health Care Recruitment Conference is the single most important event for health care recruiters, created by health care recruiters. For education, networking and professional development, IMAGE is *THE* conference to attend! My participation at IMAGE is critical and will allow me to bring new ideas and approaches to our organization all while furthering my professional development. I would like to request approval to attend IMAGE.

IMAGE takes place July 10-13, 2018, in Scottsdale, Arizona, at the Fairmont Scottsdale, Princess. IMAGE provides current and aspiring recruiters information on cutting-edge recruitment practices and strategies to develop them into an invaluable business partner at their organization. I’ll be among 300+ industry professionals to hear top-level speakers and take advantage of a comprehensive educational program. The exhibition hall offers opportunities for networking and business that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues, as well as strengthen existing relationships. A full schedule of events can be found at [www.nahcr.com/annualconference](http://www.nahcr.com/annualconference).

I also plan to attend sessions to strengthen my professional development. By not having to research, create, and develop a variety of topics in-house, I will save approximately eighty hours of my time which I can utilize on the [ YOUR CURRENT MAJOR INITIATIVE IN PROGRESS ] initiative. (15 hours to research, create, and develop each topic X 6 topics = 80 man-hours, nearly two weeks of my time saved).

Here are my projected costs for attending the NAHCR IMAGE Conference:

Airfare $xxx

Hotel $

Registration Fee $

Miscellaneous (meals/taxi) $
\*It is also worth noting that 8 meals are included in the registration costs\*

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. Upon return, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval of this request, and will work to ensure we get the full value of this event.

Sincerely,