Dear [Decision Maker],

The NAHCR Health Care Recuitment Conference is the single most important event targeted specifically to health care recruiters. For education, networking and professional development, the Health Care Recruitment Conference is *THE* conference to attend! My participation 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 the Health Care Recruitment Conference.

The Health Care Recruitment Conference takes place July 30 – August 2, 2019, in Philadelphia, Pennsylvania, at the Loews Philadelphia Hotel. The conference 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 200+ industry professionals to hear top-level speakers and take advantage of a comprehensive educational program. The exposition 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 <http://www.nahcr.com/annualconference>.

I intend to register for the following learning sessions which will add value to our team as well as support my professional development.

|  |  |  |
| --- | --- | --- |
| **Learning Session** | **Enhanced Knowledge to be Gained** | **Competency Improvement** |
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|  |  |  |

By not having to research, create, and develop these 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).

I intend to speak with these exhibitors to explore options in improving efficiencies and lowering operational expenditures which we discussed earlier in the year regarding [ AREA/TOPIC ].

|  |  |  |
| --- | --- | --- |
| **Exhibitors** | **Product/Service Offered** | **Benefit** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Here are my projected expenses for attending the NAHCR Annual Conference & Exposition:

|  |  |
| --- | --- |
| **Expense** | **Cost** |
| Annual Conference Registration |  |
| Flight |  |
| Airport Transfers |  |
| Lodging |  |
| Evening Meals (5 meals are included in the conference registration fee) |  |
| Estimated Total Cost |  |

As you can see, attending the annual conference will be a win-win for [ YOUR ORGANIZATION ] as well as a high return on our investment (ROI.)

1. Information will benefit [ X ] areas within [ YOUR ORGANIZATION ].
2. Sharing knowledge from the learning sessions will benefit *Name Team Members here* in the areas of [ X ].
3. My professional development will grow in the areas of [ COMPETENCIES ENHANCED ].
4. Researching options for [ X ] products/services can improve performance and lower expenses in the areas of [ X ].

I appreciate your consideration of my request to attend the NAHCR Annual Health Care Recruitment Conference. I am available to answer any questions you may have regarding the conference.

Name

Position

Dear [Immediate Supervisor/Board],

The NAHCR Health Care Recuitment Conference is the single most important event targeted specifically to health care recruiters. For education, networking and professional development, the Health Care Recruitment Conference is *THE* conference to attend! My participation 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 the Health Care Recruitment Conference.

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I plan to attend the following sessions to strengthen my professional development. (List the sessions you plan to attend as well as the learner outcomes and how they will benefit you, your team and your organization.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following are exhibitors I plan to speak with that I think can help our organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Here are my projected costs for attending the NAHCR Health Care Recruitment Conference:

Airfare $xxx

Hotel $

Registration Fee $

Miscellaneous (meals/taxi) $

\*It is also worth noting that meal expenses 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.

[Your Name]