*[Manager’s name],*

I’m writing to ask for approval to attend the annual CONNECTIONS event put on by Netsmart. In 2019 the event will be held May 12-15, 2019 at the Gaylord National in Washington, DC. This event will be an invaluable opportunity for me to engage with Netsmart associates and more than 1,300 of my peers who use Netsmart solutions and services. This annual event is known for offering informative sessions about hot topics in the industry, tips and tricks for optimizing the use of Netsmart solutions and extensive networking opportunities.

The General Conference will feature more than 100 sessions – many of which will offer hands-on opportunities for me to develop new skills while receiving real-time assistance and feedback from Netsmart experts and other clients. This conference will allow me to immediately put my learning into practice upon returning to work.

All sessions were recommended by Netsmart clients, resulting in an agenda filled with industry updates, round table sessions on solution best practices, lessons learned and the introduction of new innovations. Sessions are also classified by role and skill level, so I can craft an agenda that matches my interests, abilities and role.

This conference is the premier event to attend in the healthcare IT industry with a focus on Electronic Health Records, with over 97% of last year’s attendees saying they would recommend attending CONNECTIONS to others. Attendance includes three-and-a-half days of educational sessions, networking opportunities and face-to-face time with Netsmart associates to help me learn about solution updates and industry trends to bring back to support our business goals.

I’d like to focus on finding solutions or best practices that could benefit these projects and initiatives at our organization:

* [add project or initiative]
* [add project or initiative]
* [add project or initiative]

**My attendance will also enable me to:**

* Participate in a user group meeting to network with peers from other organizations using our CareRecord.
* Meet 1-on-1 with Netsmart solution experts to ask questions and get recommendations on best practices in the exhibit hall or with a pre-scheduled meeting.
* Learn the future direction of Netsmart from CEO, Mike Valentine and other leaders in two conference keynotes.
* Receive demonstrations of new functionality and enhancements, as well as additional solutions that could benefit our organization.
* Attend pre and post conference training courses that allow for hands-on, all-day training for an additional cost of $399.

We have been Netsmart clients since XXXX and use XYZ solutions. This event is the most impactful way to gain a deeper understanding of how Netsmart can help us use our solutions better and accomplish both industry-wide and organization-specific goals. At a total cost of about $X, it's the most cost-effective way to ensure that we’re getting the most from our Netsmart investment.

Here is a breakdown of the conference costs:

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Expense** | **Notes** |
| **Conference Registration** | $ | *$600 through Dec 7, $625 Dec 8 – Mar 29, $750 after Mar 29.*  |
| **Lodging** | $ | *Discounted rate of $232++ at the Gaylord National Resort & Convention Center if booked by Apr 19.* |
| **Meals** | $ | *Conference registration includes lunch on Monday, Tuesday and Wednesday, as well as dinner on Sunday and Tuesday.*  |
| **Airfare** | $ |  |
| **Ground Transportation** | $ | *$28 for a taxi or the Super Shuttle (one way) to/from Ronald Reagan Washington National Airport (DCA)* |
| **Other (i.e. rental car, parking, gratuities, incidentals, etc.)** | $ |  |
| **(Optional) Pre/Post Conference Training Course(s)** | $ | *$399/course* |
| **Total** | $ |  |

*NOTE: The above information is for example purposes only. Please input information pertaining to your estimated costs and attendance goals.*

I’ll submit a post-conference report that will include an executive summary, key industry takeaways, best practice tips, and a set of recommendations to maximize our current investments in Netsmart. I can also share relevant information with key personnel throughout the company.

Thank you for considering this request. I look forward to your reply. Please let me know if I have sign off to attend this valuable event, as the earlier I make my travel arrangements and register for the event, the more cost friendly it will be!

For additional information about CONNECTIONS, please visit [www.ntst.com/connections](http://www.ntst.com/connections), and if you have specific or additional questions on the event, please let me know or reach out to events@ntst.com and they would be happy to answer any questions you may have!

Thank you,

*[Your name]*