

Justification letter: customize this template and share it with your supervisor!

RE: CME Conference that I'd like to attend is in: Pick your location from dropdown:

Dear

I am writing to request permission to attend a CME conference, <u>Skin, Bones, Hearts & Private</u> <u>Parts</u>, which specializes in high-quality education for physician assistants, nurse practitioners, and physicians.

Skin, Bones, Hearts & Private Parts is a fully accredited CME provider that has been delivering education for 10 years. Courses are led by medical experts and explore best practices and new research that are important for my position as

The course topics include:

- Cardiology & Emergency Medicine
- Dermatology
- Diabetes
- Orthopedics
- Pain Management
- Women's Health
- Plus additional tracks in Pharmacology, Mental Health & more!

I'm interested in attending the Pick your location from dropdown:

program, specifically to learn more about Pick the topic that most interests you from the dropdown:

Attending gives me time to renew my skills and to earn up to 26 CME credits and 12 APRN Pharmacology credits. Plus, a portion of every registration goes towards scholarships for the Turn it Up! Foundation, which provides funding to deaf and hard of hearing children for musical pursuits such as piano lessons, musical instruments, and more.

Once I return from the conference, I will share the information that I learned with our team, thus giving everyone the opportunity to see what's new in patient care. Thank you for considering support of my attendance.



Attendee Expense Worksheet

Expense	Cost Savings Tips	Costs
Registration for four	Super Saver and Early	Super Saver: \$927
days of CME	Bird Registration offer	Early Bird: \$987
	the best prices.	
Cost per credit hour	This is a great way to earn	\$22-\$33 per credit
	up to 26 CME credits	hour
	and 12 APRN	
	Pharmacology credits.	
Hotel	Booking at the host	
	hotel will save me time	
	and money.	
Travel	Book early for best	
	rates.	
Parking		Varies by location
Breakfast	Included every day if I	\$0
	stay at the Embassy	
	Suites host hotel.	
Lunch	Lunch & Learns at	\$0
	select locations for	
	one day only.	
Beverage service &	Included each day of	\$0
snacks	conference	
Virtual Conference	Included in the cost of	\$0
	registration, providing	
	flexibility for learning	
	the coursework.	
Membership dues	Not required	\$0