

Dear <Supervisor Name>,

The largest EMS-dedicated event in the world—EMS World Expo—takes place from October 4–8, 2021 at the Georgia World Congress Center in Atlanta, GA. The event offers two days of pre-conference workshops followed by three days of educational classes taught by leading experts in the field, as well as the largest exhibit hall in the industry. I would like to request approval to attend as I believe it will not only enhance my education and improve my patient care, but also prepare me for furthering my career as an EMS professional.

EMS World Expo offers more dynamic education, focusing on the future of EMS than any other industry conference and at an affordable price. If I attend, here's what I'll receive:

- Three days of learning in 8 educational track sessions – more than 195 sessions to choose from
- New skills and knowledge gained from a selection of workshops devoted to concentrated areas of skills development
- CE credit for each session and/or workshop
- Networking opportunities with EMS professionals from all over the world; over 50 countries represented at the 2019 conference
- Hands-on learning opportunities with the most advanced simulators on the market
- The ability to evaluate and test the latest technologies, products and services from over 300 vendors
- A free, one-year subscription to EMS World Magazine

While in attendance, I will focus my learning on education that will benefit our service. Specifically, I plan to participate in the following sessions and/or workshops:

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_

In addition to the benefits above, I'll be able to share all of the information and training gained with you and other members of the team.

The cost to attend the 3-day core conference program is just \$152/day if I register with 2 other people. Below is a breakdown of total anticipated costs:

<b>Roundtrip Airfare</b>	\$ [xxx]
<b>Transportation</b>	\$ [xxx]
<b>Hotel (\$209 - \$239/night)</b>	\$ [xxx]
<b>Registration</b>	\$ [xxx]
<b>TOTAL:</b>	<b>\$ [xxx]</b>

Thank you for considering my request to attend EMS World Expo, and I look forward to your reply.

Sincerely,  
<Your Name Here>