

Dear <Supervisor Name>,

The largest EMS-dedicated event in the world—EMS World Expo—is taking place September 9– 13, 2024 at the Las Vegas Convention Center. EMS World Expo offers two days of preconference 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 dynamic education that’s focused on the future of EMS. If I attend, here’s what I’ll receive:

- Three days of learning in 8 educational track sessions – more than 200 sessions to choose from
- New knowledge and skills 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; EMS World Expo regularly attracts attendees from 60+ countries each year
- 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 300+ exhibit hall vendors.

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 the information and training gained with you and other members of the team.

The cost to attend the 3-day core conference program is \$177/day if I register with 2 other people by September 8. Below is a breakdown of the total anticipated costs:

<b>Roundtrip Airfare</b>	\$ [xxx]
<b>Transportation</b>	\$ [xxx]

<b>Hotel (\$174-\$235/night)</b>	\$ [xxx]
<b>Registration</b>	\$ [xxx]
<b>TOTAL:</b>	\$ [xxx]

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

Sincerely,

<Your Name Here>