

Employer Support Letter Template — EMS World Expo

Dear **[Supervisor/Funding Committee Name]**,

I am writing to formally request approval and support to attend [EMS World Expo](#) in Orlando, Florida, September 28–October 2, 2026. As a professional committed to delivering high-quality prehospital care and supporting our service’s readiness, I believe attending EMS World Expo is a strategic investment in clinical performance, operational consistency, and workforce development.

Why This Matters Now

EMS practice continues to evolve across clinical care, operations, leadership, and workforce sustainability. EMS World Expo is designed to help agencies and providers stay current on evidence-informed approaches, strengthen decision-making on common calls, and bring back practical improvements that can be implemented locally.

EMS World Expo is also held in partnership with the National Association of Emergency Medical Technicians (NAEMT), and the NAEMT Annual Meeting takes place in conjunction with Expo—bringing additional national leadership, advocacy, and professional engagement into the same week.

The Value of Attending EMS World Expo

By attending, I will return with tools, connections, and actionable takeaways to strengthen our work in areas such as:

- **Clinical application:** updated approaches and field-ready decision support across key EMS subject areas and specialties
- **Operations and leadership:** strategies to improve consistency, quality, and team performance
- **Training and education:** methods and content that can be shared with our team (in-services, briefings, training nights)
- **Solutions evaluation:** the opportunity to compare equipment, technology, and services in one place and make more informed purchasing and implementation recommendations

Continuing Education (CE) Value

EMS World Expo is an Organizational Provider for the Commission on Accreditation for Prehospital Continuing Education (CAPCE), and most sessions are accredited for CE. Expo's credit-claiming workflow also supports streamlined documentation—course completion can be uploaded to CAPCE and NREMT profiles through the established process. This helps ensure my continuing education remains current and well-documented while bringing back learnings that support our service.

Return on Investment

To ensure the organization benefits directly from this training, I will prepare a post-conference briefing for our team that summarizes key takeaways and recommendations we can implement. I will also provide a short written recap highlighting:

- clinical or operational changes worth evaluating locally
- training topics to incorporate into upcoming education sessions
- vendor/solution comparisons relevant to our needs

Conference Highlights That Align with Our Work

EMS World Expo consistently emphasizes:

- broad education across multiple EMS practice areas and roles
- a large exhibit hall designed for side-by-side solution evaluation
- NAEMT co-located programming and engagement opportunities
- CAPCE-accredited CE across a wide range of sessions

Given the scope of the program and its relevance to our daily work, I respectfully request support for registration and travel. I am happy to provide additional information, follow internal approval steps, and share an estimated budget once registration options are finalized.

Thank you for your consideration. I'm confident that attending EMS World Expo 2026 will support my professional development and deliver tangible value back to our team and the patients we serve.

Sincerely,

[Your Name]

[Your Title]

[Agency/Organization]