TO: [Your Supervisor’s Name]

FROM: [Your Name]

DATE: [Date]

RE: [Staff Training and Development]

I am writing to request your support of my attendance at the APIC Annual Conference & Expo, June 3-5, 2024, in San Antonio. This conference features general sessions, pre-conference workshops, concurrent sessions, a poster hall, hundreds of exhibitors, and numerous opportunities to obtain up to 80 CNEs and 10 IPUs. These opportunities directly contribute to my growth as an infection preventionist and support my desires of remaining educated and up to date on IPC research and developments.

**Subjects to be featured:**

* Antimicrobial and Diagnostic Stewardship
* Disinfection and Sterilization
* Education, Training, and Competencies
* Emergency Preparedness
* Environment of Care
* Implementation Science and Research
* Information Technology and Surveillance
* Leadership Development and Program Management
* Occupational Health and Wellness
* Public Health and Health Policy

I recognize the importance of maximizing our team’s budget, including training costs. This conference provides an incredible amount of specialized infection prevention and control education in one place, which is an efficient way to use our training budget and minimize time away from the office.

**Below is a detailed cost breakdown to attend this conference:**

Registration Fees:

Hotel:

Airfare:

Incidentals:

The conference program is available at annual.apic.org. I look forward to reviewing the schedule together and identifying sessions that would be most beneficial to our facility's mission and goals. Additionally, we can determine the exhibitors, products, services, and technologies I can research further whilst in attendance.

I believe this conference is a valuable education and networking opportunity that will help further my contributions to our team. The knowledge that I will gain from healthcare leaders, industry professionals, and the numerous educational sessions can also be shared with the entire team upon my return.

Please let me know if you have any questions about APIC24 Annual Conference & Exposition.

Sincerely,

[Insert Name]