

<Print this on your company letterhead>

Dear <supervisor's name>,

I would like to attend the AAOE 2022 Annual Conference, April 29 - May 2, 2022 at the Hyatt Regency in Chicago, IL. This conference is the only one in the nation specifically geared toward supporting practice professionals on the business side of orthopedics. The education provided at the conference is industry-specific, directly relevant to my position, and will help to further the success of <insert practice's name>. I am requesting support for the registration fees and travel expenses during the conference.

The conference includes blocks of concurrent educational sessions throughout four days. Sessions will cover a variety of topic areas within practice management specifically created for **<choose one: C-Level Professionals, Emerging Professionals, or Physicians>** like myself, and are broken down into three categories to meet specific educational needs: the **nuts and bolts** to help with daily operations, **strategic** insight and education for a high-level perspective, and what is **on the horizon** for a look ahead into what will affect orthopedic practice management in the near future. Using these categories and the published learning objectives from speakers, I will select sessions relating specifically to my experience level to get an in-depth look at practice management. In the attached dashboard, I've highlighted the specific sessions of the conference that I feel will benefit me in my position here at **<insert practice's name>** by providing best practices that I can bring back and implement.

Additionally, the conference is known for peer-to-peer networking sessions that will give me the opportunity to interact with other orthopedic practice professionals from the same practice size who face similar issues. There will also be a networking session specifically tackling a hot topic in orthopedic practice management to provide the opportunity to gain insight and best practices from peers. Building relationships with experienced peers would help reduce the time and costs to acquire valuable information compared to what we currently incur when researching through traditional methods.

I'll also be able to network with more than 100 industry vendors in the Exhibit Hall, during dedicated time as well as during networking events. This will give me the opportunity to build relationships with vendors who we can work with in the future. I will be able to obtain necessary information from multiple companies in regard to **<insert needed products/services here>** all in one place.

This opportunity to gain knowledge in the specific areas of **<your area of expertise>** from both industry experts and peers, as well as to develop contacts among peers and vendors, makes my attendance at the AAOE Annual Conference a wise investment for **<insert practice's name>**.

Included with this letter is an ROI dashboard outlining the benefits of attendance at the AAOE Annual Conference, as well as **testimony from other practice executives** who have attended the conference, and **recommendation letters from physicians** whose practice executives have attended the conference.

Sincerely,

**<your name here>**

Attachments: ROI Dashboard [Word Document]  
Testimonials and Physician Recommendation Letters