Dear [Name of Supervisor],

I would like to attend **ASCA 2018**, the annual meeting of the national Ambulatory Surgery Center Association (ASCA), in Boston, Massachusetts, April 11–14, 2018. This is expected to be the largest meeting of the year devoted exclusively to ASC topics. The faculty alone includes approximately 70 ASC management experts from across the country, and more than 2,000 people are expected to attend.

ASCA 2018 will offer more than 60 educational sessions on critical ASC topics. In these sessions, I will receive valuable training and practical information in areas such as:

* how to comply with the newest regulatory and accreditation requirements
* current best practices in infection prevention
* what other ASCs are doing to compete effectively in their local markets
* new ideas for managing everyday staffing challenges
* strategies for improving our bottom line

Several of the sessions offered deal directly with current projects at [name of ASC]. Many others will offer tips and strategies I can implement and share with others here when I return. Some of the sessions I am particularly interested in include [insert session titles]. I would like to attend these because I feel I will gain [insert learning objectives] and be able to implement the findings in [insert projects or departments that will benefit].

ASCA 2018 will also provide outstanding networking opportunities and an Exhibit Hall with 200+ vendors. I will visit with as many of the vendors as I can, looking specifically for products and services that can save time and money in our facility and help us improve our patient care. This meeting is the premier event for ASC professionals at every level, from beginners to 40-year veterans. The contacts that I make here will be able to help us tackle future challenges for years to come.

During the meeting, many of my meals will be provided through complimentary breakfast and lunch events and at several networking functions. ASCA has also arranged for discounted room rates at nearby hotels. I am asking for funding for registration, travel costs, lodging and food, with the understanding that my food expenses will be minimal as I plan to take advantage of the complimentary meals. [*INCLUDE ONLY WHAT APPLIES:* If I sign up now for ASCA 2018, I will also receive member and early registration discounts, which would reduce the cost of registration by $200.]

I believe that ASCA 2018 is a worthwhile experience that will greatly benefit [name of ASC]. After the meeting, I will be able to bring home an array of valuable conference materials, help implement some of the new ideas and share what I have learned with others here. [*USE ONLY WHAT APPLIES*: This meeting also offers the continuing education credits that I need to maintain my nursing license and/or Administrator Education Unit (AEU) credits that I need to maintain my CASC credential.]

Thank you for considering this proposal. Please let me know if there is any additional information I can provide.

Sincerely,

[Signature and name here]