Dear <<Name>>,

I am requesting approval to attend ADLM 2024 (formerly AACC Annual Scientific Meeting & Clinical Lab Expo) July 28 – August 1, at the McCormick Convention Center, Chicago, IL, USA.

ADLM 2024 is an outstanding opportunity for me to learn from renowned experts on all aspects of clinical lab medicine. The meeting’s plenary and scientific session speakers are some of the most admired and innovative thinkers in the industry today.

A few sessions I’m particularly interested in attending are [[find sessions here](https://www.xpressreg.net/register/adlm0824/srch/search.asp?__hstc=210593098.1591ba95a0c8498f966f37681a9d9100.1701446203176.1714005303922.1714049678525.20&__hssc=210593098.2.1714049678525&__hsfp=2160068541&_gl=1*betzoy*_ga*MTE4ODM1NTA3LjE3MTMxOTg3MDY.*_ga_HL3NBSNV7N*MTcxNDA0OTY3Ny4zOC4xLjE3MTQwNDk2ODIuNTUuMC4w*_ga_4YF7KENB69*MTcxNDA0OTY3Ny4zOC4xLjE3MTQwNDk2ODIuMC4wLjA.*_gcl_au*MTQyMzc3Mjk5Ny4xNzEzMTk4NzA1)]. These sessions will introduce new ideas and approaches to broaden my scope of knowledge and will help me perform at a higher level.

In addition to the educational and poster sessions, I’ll also attend the Clinical Lab Expo, the world’s largest clinical laboratory exposition featuring [900+ exhibitors](https://events.jspargo.com/adlm24/Public/eventmap.aspx?shmode=E&shExhlist=1&ID=107456&sortMenu=104000). These exhibitors will showcase the latest science and technology developments in every area of the industry. I can search for products or solutions needed in our lab to help make recommendations. I’ll also be able to network with my peers from other institutions to share best practices and start possible collaborations.

Here’s a breakdown of my approximate conference costs:

* Airfare:
* Transportation:
* Hotel:
* Meals:
* Conference registration fee:
* Total conference cost:

When I return from ADLM 2024, I will hold a post-conference briefing with relevant lab staff to share highlights of the conference and develop a strategy for putting this knowledge into action.

Thank you for your consideration.

Regards,

<<Signature>>