<DATE>

Dear <<Name>>,

I am requesting approval to attend the 2021 AACC Annual Scientific Meeting & Clinical Lab Expo, September 26-30, at Georgia World Congress Center, Atlanta, GA.

The 2021 AACC Annual Scientific Meeting & Clinical Lab Expo 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/aacc0921/srch/search.asp?__hstc=107832157.2abab98f8b1ec458f793a02ba0740e2e.1614089130270.1624650874021.1624886740387.257&__hssc=107832157.1.1624886740387&__hsfp=2730312709)]. 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 premier global clinical laboratory exposition. This exhibit will showcase the latest science and technology developments in 200+ product categories covering 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 possible collaborations.

Here is a breakdown of my approximate conference costs:

Airfare:

Transportation:

Hotel:

Meals:

Conference registration fee:

Total conference cost:

When I return from the 2021 AACC Annual Scientific Meeting & Clinical Lab Expo, 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>>