



Dear _____,

I am requesting approval to attend the National Simulation User Network Conference (SUN). It will take place at the M Resort Spa Casino in Las Vegas, Nevada on October 28-30, 2024.

The theme of this years SUN conference is *Elevate Your Impact*. The agenda will cover critical issues in simulation-based training and education - all of which relate to producing better and higher quality learning output to shape the best healthcare workforce possible.

By attending, I plan to gain a better understanding of the latest simulation best practices so we can continue to grow our organization. There are many sessions that will not only increase my knowledge, but which will allow me to actively participate. The presentations are facilitated by industry experts who will be available to work with attendees not only during sessions, but also during organized networking activities - a rare opportunity.

The conference cost includes registration fees, CEUs, breakfast, lunch, snacks, and an evening educational social event. You can learn more by visiting **Laerdal.com/SUN**.

I am requesting approval for the registration fee, travel, and lodging for the conference.

Travel: _____

Hotel: _____ (*\$179 per night, plus a reduced resort fee of \$29.99, and taxes*)

SUN Conference Cost: \$700

PreCon Cost (optional): \$1,199

Evening Meals: _____

Miscellaneous: _____

The total estimated cost is: _____

Please let me know if you have additional questions.

Sincerely,
