



Laerdal[®]
helping save lives

SUN SIMULATION
user
NETWORK

Dear _____,

I am requesting approval to attend Laerdal Medical’s National Simulation User Network (SUN) Conference at the Royal Sonesta Hotel in Houston, TX, September 12-14.

The theme of this year’s SUN conference is Building for Better Outcomes. The agenda will cover critical issues in simulation-based training and education all of which will relate to producing better and higher quality learning output to shape the best healthcare workforce possible. There will be a special emphasis on how thought leaders in simulation saw their organizations emerge stronger after the pandemic and they will be sharing their lessons learned for the benefit of organizations like ours.

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 all of whom will be available to work with attendees not only during sessions but also during organized networking activities—a rare opportunity.

The full conference price is \$425. That includes the registration fee, breakfasts, lunches, snacks, and an evening educational social event.

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

Travel: _____

Hotel: \$ _____ *(per night plus applicable state and local taxes)*

Meals: _____

Miscellaneous: _____

SUN Conference Cost: \$425

The total estimated cost is: _____

Please let me know if you have additional questions.

Sincerely,
