



Dear _____,

I am requesting approval to attend the National Simulation User Network Conference (SUN), hosted by Laerdal Medical. It will take place at the Hyatt Grand Cypress Resort in Orlando, Florida on November 1-3, 2023.

The theme of this year's SUN conference is Elevate Your Impact. 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 Healthcare and Obstetric Emergencies, EMS, Virtual Simulation, and Health Equity.

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. They'll 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, 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: _____ (\$229 per night, plus resort fee and taxes)

SUN Conference Cost: _____

PreCon Cost: _____

Meals: _____

Miscellaneous: _____

The total estimated cost is: _____

Please let me know if you have additional questions.

Sincerely,
