**Academic Internal Medicine Week 2019 Attendance Proposal**

***This letter is a template to help you communicate the advantages of attending Academic Internal Medicine Week 2019 to your supervisors. Feel free to customize to your unique circumstances. We’ll see you in Philadelphia!***

Dear [name}:

I’d like to attend Academic Internal Medicine Week 2019, the premier conference for faculty and staff in academic departments of internal medicine, April 14-17 in Philadelphia, PA. Below are the reasons why attending this conference would be an excellent use of professional development funds and a good investment.

**Academic Internal Medicine Week 2019 is a unique learning experience for individuals leading and managing educational, clinical, and research programs in departments of internal medicine and will help contribute to our bottom line.** The conference offers hands-on workshop [sessions](http://sxsw.com/interactive/talks) that teach best practices and current trends for tackling the most stubborn challenges in academic internal medicine—from improving diversity to managing CCCs to improving faculty evaluations to employee engagement. In workshops, participants learnapplicable strategies and best practices for solutions that work at home “right out of the box.” Moreover, at the precourses offered at Academic Internal Medicine Week 2019, I will improve my knowledge and skills in [CHOOSE ONE OPTION: 1) teaching clinical reasoning, 2) fostering women leaders, 3) treating addiction, 4) theories of lean management, or 5) designing a recruitment experience for your residency.

**Academic Internal Medicine Week 2019 connects participants with peers and thought leaders:** Many of academic internal medicine’s most passionate and successful leaders attend this conference. Participants learn the newest ideas, innovations, and best practices directly from the faculty and staff who are pushing the envelope on building successful programs to manage departments of internal medicine. Keynote speakers include Rachel Levine, MD (Pennsylvania Department of Health), David Acosta, MD (AAMC), Christian Cable, MD (ACGME), and William Pinsky, MD (ECFMG) as well as many other thought leaders in academic medicine.

**Academic Internal Medicine Week 2019 is a cost effective professional development experience:** Not only is theAcademic Internal Medicine Week 2019 conference affordably priced, but also the travel and accommodations to Philadelphia, PA, are some of the most economical in the country.

While Academic Internal Medicine Week 2019 is an initial expense, the opportunity for me to meet and problem solve with other faculty and staff is an opportunity we cannot afford to miss. Specifically, I will attend Academic Internal Medicine Week 2019 to get information or help with:

1. *<Fill in>*
2. *<Fill in>*
3. *<Fill in>*

The estimated cost to attend Academic Internal Medicine Week 2019 is [CHOOSE ONE OPTION]:

|  |  |
| --- | --- |
| Airfare:  | $700 |
| Hotel: (three nights at $232) | $696 |
| Registration: (includes breakfast and lunch) | $850 |
| Total: | $2,246 |

|  |  |
| --- | --- |
| Airfare:  | $700 |
| Hotel: (three nights at $239) | $696 |
| Registration plus precourse: (includes breakfast and lunch) | $1,225 |
| Total: | $2,621 |

I am requesting approval from you now so we can take advantage of **Academic Internal Medicine Week 2019’s “Early Bird” registration rate of only $850—*a $200 savings****.*

Thank you for considering this request.

Regards,