2019 Annual Conference Attendance Justification Letter

<Date>

Dear <supervisor’s name>,

I would like to attend the Society for Vascular Ultrasound Annual Conference from August 1-3, 2019 in Chicago, IL. Attendance at this conference will enable me to attend over <XX> educational sessions, as well as have access to leading vascular experts and the latest technologies.

If I attend the conference I will be able to:

* Earn up to 23 SVU CME credits to help go towards my RVT/RVS renewal requirement and our vascular lab accreditation requirement.
* Bring back new ideas on formulating treatment plans and improving practice management.
* Share the educational handouts and notes that I take from each session with other staff.
* Network with over 400 vascular professionals to market our vascular lab and to learn from other professionals.
* Engage with a variety of vendors to view and try out new machines and software that could be used in our vascular lab.

With the current economic conditions, I understand we have to be very conscientious of where we spend money. Therefore, I have broken down the costs for me to attend this conference. The conference registration will cost <$XXX> which includes all lunches during the conference, the hotel will cost <$XXX> per night and the flight/drive will cost <$XXX>. For the reasonable price of <$XXX>, I can attend SVU’s 2019 Annual Conference. I believe attendance at this conference is a prudent investment in our vascular lab’s future.

Sincerely,

<your name here>