This is a letter template you can use to help justify your attendance at the 2020 MUSE Inspire Conference. Simply copy and paste the document into an email or word document and fill in the ***highlighted portions.*** This will outline the value that attending provides not just you, but your entire organization.

Dear **[Superior’s Name]**,

The 2020 MUSE Inspire Conference is May 26 – May 29 2019 at the Gaylord National outside of Washington D.C. This conference offers comprehensive, cutting-edge educational sessions covering a number of critical issues and emerging concepts facing **[your organization].** It consists of three valuable days of MEDITECH-specific training from experienced industry practitioners. It is widely regarded as the most direct avenue to acquire immediately applicable plans that we can put into practice at **[your facility].** There will be other **[your title]** professionals in attendance eager to share their experiences, as well as others who can learn from ours.

My attendance at the 2020 MUSE Inspire Conference would allow me to develop my skills, and build knowledge around new innovations and shared best practices, which is guaranteed to have a positive impact on the at **[your facility].**

If I attend, I’ll receive the opportunity to:

* network with other MEDITECH users.
* meet others in my profession.
* earn Continuing Education Credits.
* discover product and service vendors.
* learn about solutions.
* share our experiences.
* hear about others’ experiences.

My attendance at the 2020MUSE Inspire Conference is a wise investment, which will yield rich dividends for **[name of your organization].**

You can see more details about the 2020 MUSE Inspire Conference here:

https://community.museweb.org/2020inspireconference

Sincerely,

**[your name here]**

Other tips for to gain approval for attendance:

* Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you learned. That way, others at your facility will garner the benefits of your attendance too.
* Share the conference program and any session handouts with your colleagues. Most speakers post their presentations to the MUSE website.
* If you are working to obtain or maintain some certification, remind your supervisor that MUSE offers Continuing Nursing Education and Continuing Education Units (for pharmacy).
* Be ready with a plan that shows who will cover for you while you are attending a MUSE event.
* Offer to share a room to reduce hotel expenses.
* Other considerations:
* Session content – What sessions have particular relevance to your organization’s work? Specifically identify systems, technologies, or processes.
* Vendor contacts – Will the conference showcase vendors with technologies you use or are evaluating for potential future use? Is this an opportunity during which you’ll be able to compare competing technologies?
* Best practices – Will there be educational sessions in areas that will immediately benefit your duties or your organization?
* Training – Will there be workshops designed to teach attendees a special skill and/or help your team overcome current or future challenges?