

MEMORANDUM

DATE: {Date}
TO: {Your Supervisor's Name}
FROM: {Your Name}
RE: Approval to attend AHIP's {Conference Name}

I'd like to attend the upcoming {Conference Name} from AHIP on {Conference Dates}.

Conference details

- When: {Conference Dates}
- Where: {Conference City}
- Actual time away from the office (including travel): {Number} days
- Estimated cost: \${Number of dollars}

By participating in this event, I — and our organization by extension — will benefit from extensive opportunities to learn from and engage with health care innovators, policy makers, and valued industry stakeholders. You'll see a strong return on our organization's investment of time and money. I would like to secure your approval to attend.

The conference is a good investment for us:

- **Targeted, relevant information:** I'll engage with speakers and attendees who specialize in {Your area of interest/job function}. I'll also learn more about {Additional areas of particular interest to your supervisor, if applicable.}
- **One-stop learning:** The conference is an efficient way to learn what our colleagues are doing, discover what works, explore new ideas, and assess emerging strategies. I'll make sure these learnings have practical applications for us and are shared with the team.
- **Built-in professional development:** It will help me become a better team member and deliver more value to our organization. {Insert a sentence describing one of YOUR key goals and a metric used to measure your success.}
- **Key networking opportunities:** Attending is a great way to make sure our organization's presence is noticed while helping grow our network of business-building partners, customers, and suppliers.
- **Lasting ROI:** Our participation will have an impact that resonates. When I get back to the office, I'll share with our entire team the business contacts, ideas, and strategies that I learn, so our investment will continue to deliver a meaningful return.

We'll get the expert speakers and timely agenda topics we need:

The value of an AHIP conference is reflected in the high-caliber of participating speakers, sponsors, and partners. Please check out the agenda: {Add link to the conference's online agenda}.

In particular, note these agenda highlights: {List two to four speakers or topics of strategic relevance to your department, such as new opportunities, organizational challenges, competitors, partners, or new companies that your team has been watching.}

Looking at the investment part of “ROI:”

I know that cost and time away from the office are important considerations. To help weigh the costs versus the anticipated return on investment, I’ve calculated:

- Registration fee: \${Insert applicable rate. Your organization may be a member of AHIP and you may be eligible for special member rates.}
- {Optional: If I register by {Early Registration Discount deadline date}, we’ll benefit from a discount.}
- {Optional — for professionals age 35 and under: I’m also eligible for a Young Professionals Discount to save on the registration fee.}
- Estimated travel costs:
 - Hotel: \${Insert room rate times number of nights}. NOTE: AHIP has reserved rooms at a discounted rate for attendees, I should make my reservations soon.
 - Transportation: \${Insert anticipated costs for a rental car, taxi fares, or ride-sharing services}
 - Food and misc. expenses: Estimated at \${Insert anticipated costs}. NOTE: My registration covers some meals and refreshments.
- {If needed, include brief details about your “out of office plan,” such as how you’ll meet standing deadlines, that you’ll be available to check in periodically during breaks, proposed coverage back at the office, etc.}

Focused on the future and the well-being of consumers, AHIP’s conferences emphasize innovative thinking to advance health care affordability, value, and access. Whether I attend on my own, or as part of a team, the benefits for our organization will be extensive. Will you approve my attending?