



To:

From:

Re: Request for Approval and Support to Attend the 2017 RSNA (Radiological Society of North America) Scientific Assembly and Annual Meeting

I am requesting approval and budgetary support to attend RSNA 2017, November 26 to December 1, in Chicago. I am confident this experience will enable me to increase my contributions to the organization through new ideas, enhanced knowledge and innovative techniques that strengthen our position as a leading radiology provider [or radiological research institution].

Educational Courses

RSNA 2017 features over 400 educational courses and more than 1,700 scientific paper presentations in a variety of subspecialties. These refresher courses, scientific sessions, plenary sessions and education exhibits will allow me to discover healthcare’s latest technological innovations, learn the latest techniques and deepen my understanding of best practices in patient care. Many RSNA courses also qualify for CME credit.

Technical Exhibits

RSNA hosts the world’s largest medical equipment exhibition, featuring products from more than 650 leading manufacturers, suppliers and developers of medical information and technology. I will have the opportunity to meet with manufacturer representatives to discuss their radiology products and services and learn how we can use them in our practice to streamline operations and enhance patient care.

Networking

More than 54,000 total attendees are expected at RSNA 2017, including nearly 27,000 healthcare professionals, representing more than 137 countries. These radiologists, medical specialists, administrators and staff will be my peers for the week—sharing experiences, exchanging contact information and building a network of colleagues from which we may draw in the future.

Costs

The total expected cost of my attendance at this program is \$ _____. I have provided a detailed estimate worksheet for your review:

Airfare	\$ _____
Food	\$ _____
Hotel _____ nights at \$ _____ per night, tax not included ..	\$ _____
Ground Transportation	\$ _____
Registration Fee	\$ _____ *
Tips, etc.	\$ _____
TOTAL	\$ _____

*RSNA members may attend the annual meeting free with advance registration. Membership is only \$525—which is over \$400 less than the cost of registration. In addition to RSNA 2017, an RSNA membership would also provide access to *Radiology* and *RadioGraphics* journals as well as online education and other benefits.

I greatly appreciate your consideration of my request and look forward to your reply.

Sincerely,