

To:

From:

**Re: Request for Approval and Support to Attend the 2018 RSNA (Radiological Society of North America) Scientific Assembly and Annual Meeting**

I am requesting approval and budgetary support to attend RSNA 2018, November 25 to 30, 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 2018 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 nearly 700 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 52,000 total attendees are expected at RSNA 2018, including 25,000 healthcare professionals, representing 115 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. ....  | \$ _____        |
| <b>TOTAL</b> .....   | <b>\$ _____</b> |

\*RSNA members may attend the annual meeting free with advance registration. Membership is only \$545—which is over \$400 less than the cost of registration. In addition to RSNA 2018, 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,