

Date

Dear

I would like your approval to attend the 2017 Pulmonary Hypertension (PH) Professional Network Symposium from Oct. 5-7 in North Bethesda, Md. The 2017 Symposium — a biennial event — is focused on interprofessional networking and education for those working in PH.

During the three-day meeting, there will be nearly 30 accredited sessions plus an accredited abstract poster session where I have the opportunity to earn up to 12 hours of CME/CE and the opportunity to share and learn valuable PH information.

The 2017 Symposium will also allow me to network with PH experts and colleagues and expand my professional horizons. I will be able to choose from dozens of educational sessions to listen to top thought leaders and experts discuss industry trends, emerging issues and proven methods.

I plan to achieve the following three objectives:

(Examples – "I will be lobbying Members of Congress on Capitol Hill on behalf of our PH patients." "I will get to learn from others who are treating PH across the country." "I will attend the post-Symposium workshop about PHA's PH Care Center accreditation program.")

Objective 1:

Objective 2:

Objective 3:

After reviewing the conference schedule, I have identified several educational sessions I'd like to attend and have listed those on an attached worksheet.

In addition, 2017 Symposium is a terrific financial investment as registration fees are considerably lower than those for most meetings of this size and caliber.

I am confident that by attending this event, I will provide added value to our practice. I look forward to bringing key takeaways back to implement and share to strengthen the care that we provide. Please let me know if you would like additional information. You may also review Symposium information on PHA's website at www.PHAssociation.org/Symposium for details about this professional organization and its activities.

Sincerely,

Here is the breakdown of projected costs

<u>Registration Fee</u>	All PHPN or PH Clinicians and Researchers (PHCR) members receive a discount on Symposium registration.	\$
Membership Fee (if applicable)	I can save an additional \$100-200 by becoming a member of PHPN/PHCR.	\$
<u>Airfare</u>	SuperShuttle is available at all three major airports.	\$
Transportation	Cab, light rail or shuttle to and from airport. The on-site parking fees are \$5/hour and \$15/day.	\$
<u>Hotel</u>	PHA has negotiated lower rates for official hotels	\$
Other	Meals, per diem, parking, etc.	\$
Total Estimated Costs		\$