

Dear: [REDACTED]

I would like to attend the **13th Annual Rehab Summit Conference and Expo taking place July 24-27, 2019 at the Planet Hollywood Hotel in Las Vegas, NV**. Based on the educational and networking opportunities over the three main conference days, I feel this investment in my professional development will be a benefit to our organization.

The Rehab Summit is produced by PESI, Inc., a leader in continuing education and professional development for health care professionals. While attending the Rehab Summit 2019 I will have the opportunity to:

- **Attend sessions** presented by industry experts focusing on evidence-based content and earn up to 21 continuing education credits
- **See leading-edge products and services** showcased in the expo hall
- **Network with peers** who are facing similar challenges and who have best practice solutions to share

I understand that budgets are a concern, but I would be able to **save and take advantage of these exclusive discounts**:

- Discounted Hotel Rates:** When I book a room at the Planet Hollywood Hotel (before July 6, 2019), the meeting rooms are within the hotel, so I won't need taxis or shuttles..
- Affordable Travel:** The hotel is located less than 3 miles from the McCarran National airport.
- Group Discounts:** Register a group of 3 or more and save \$30 per person in addition to the discounted early rate.

I am requesting approval for the conference fee and have included a breakdown of the different options (exhibit hall pass is included in conference registration):

Conference Fees:	Regular Rates
Single Registrant	\$699.99
Multiple Registrants (3+)	\$669.99
PreConference Lab Session	\$199.99
Two Day Pass	\$529.99
One Day Pass	\$329.99
One Day Pass (Saturday)	\$199.99

After reviewing the agenda, I plan to attend the following educational sessions, which align with our top priorities:

1) [REDACTED] 2) [REDACTED] 3) [REDACTED]

I am also going to visit and gather information on the companies listed below, which we can then review and evaluate after the event:

1) [REDACTED] 2) [REDACTED] 3) [REDACTED]

Upon my return, I will be able to share my experience, what I learned and whom I met, with other team members. I hope you agree that participation in the **13th Annual Rehab Summit Conference and Expo** will not only benefit me, but also other team members. If so, please let me know as I would like to sign up today.

Thank you for your consideration.

[REDACTED]