

[date]

Dear [your supervisor's name]:

To further my knowledge regarding the latest innovations and best practices in child life, I would like to attend the [40th Annual Child Life Conference](#) sponsored by ACLP. This year's conference takes place both in-person in National Harbor, MD on May 26-29, 2022, as well as virtually in June, 2022. I am seeking sponsorship for the registration fee, travel expenses to the conference, and housing expenses during the conference. A detailed cost breakdown is included below.

The in-person conference will be attended by over 700 child life specialists from across the U.S. and Canada and offers up to 30 contact hours of continuing education (PDUs) including presentations by several nationally recognized child life specialists as well as poster presentations, keynotes, networking, an opportunity to interact with many of the major suppliers of products and equipment, and more. This will allow me to identify new products and services that could help us improve patient care and safety. Most of the conference presentations will be recorded and available online after the conference to view. I will have full access to the sessions (audio recordings and PowerPoint slides) for one year after the conference.

After reviewing the [40th Annual Child Life Conference Program](#), I believe that this conference would provide me with new information that I can share with my colleagues and assist our department's performance.

Costs

The full conference registration price is <\$xxxx> (<\$xxxx>for non-members) if I register by XXX.

Here is the breakdown of conference costs: **[You will need to insert your travel expenses here]**

- ▶ Airfare: <\$xxxx>
- ▶ Ground Transportation: <\$xxxx>
- ▶ Hotel: <\$xxxx>
- ▶ Conference Fee: <\$xxxx>

The total costs associated with attending this conference are: <\$xxxx>

The opportunity for me to develop better contacts and gain knowledge in specific areas of <your area of expertise> makes my attendance at the 40th Annual Child Life Conference a wise investment, which will yield rich dividends for <name of your hospital/program>.

Thank you for consideration of this request.

Sincerely,

[your name]