Subject: Justification Request for CM Converge 2024 Attendance

Dear [Manager's Name],

I am seeking your approval to attend the inaugural CM Converge conference, scheduled for February 22-23, 2024, in Tampa, Florida. This exclusive event is designed for healthcare leaders in case management and hospital operations, and I believe it presents a unique opportunity for professional development and networking.

Here are key points to support my request:

**1. Relevant and timely educational content:** CM Converge focuses on transformative topics such as the state of case management in 2024, the effective use of AI in streamlining operations, managing payer processes, and building a robust health ecosystem. The conference promises to address challenges and provide solutions in a collaborative and innovative setting.

**2. The ability to learn from nationwide healthcare and case management leaders:** Notable leaders from BayCare, CommonSpirit Health, Intermountain, Sharp Healthcare, and UCHealth are confirmed to attend. This provides an excellent opportunity to network with and learn from the best in the field.

**3. Interactive sessions:** The sessions at CM Converge are designed to be interactive, with speakers, panels, and roundtable discussions fostering meaningful connections and convergence around innovative paths to drive progress in healthcare ecosystems.

**4. CEU credits:** CM Converge offers an opportunity to earn Continuing Education Units (CEU credits), contributing to professional development and demonstrating the tangible value of the conference.

**5. Cost Breakdown:** The estimated cost for attendance, including the conference pass, transportation, and accommodation, is detailed below. Because the conference itself is complimentary, it is a great value to attend for learning from other top innovators and gaining CEU credits.

- Conference Pass: $0 (I’m able to get a free pass!)

- Transportation: $XX [Insert approx. airfare or gas based on your location]

- Hotel: approx $700 (special rate of $289/night for 2 nights, plus taxes and fees)

- **Total: $XX**

I’ll be out of the office for 1.5 - 2 days to attend.

**6. ROI:** I commit to sharing key takeaways upon my return, including actionable insights that can be implemented immediately to enhance our case management and hospital ops processes, programs, and initiatives, and positively impact our bottom line. The knowledge gained at CM Converge will contribute to our ongoing success.

I believe that attending CM Converge aligns with our strategic goals and will equip me with valuable insights and connections beneficial to our department and the organization as a whole. I appreciate your consideration and look forward to the opportunity to discuss further how this conference aligns with our objectives.

Thank you for your time and consideration.

Best regards,

[Your Full Name]

[Your Position]

[Your Contact Information]