



## Sample Letter to Supervisor

Here's a sample "justification letter" to your supervisor explaining the many benefits that you'll gain from attending IMSH 2017. Use it to explain how IMSH 2017 will help make you a better employee and advance your organization. You can customize this template for your organization's particular needs.

### NON-MEMBER LETTER

Dear <Supervisor's Name>,

I would like to attend the 2017 International Meeting on Simulation in Healthcare (IMSH), January 28-February 1, Orlando, FL. The conference is the annual meeting of the Society for Simulation in Healthcare (SSH). As the leading organization for healthcare simulation, this conference offers the ideal opportunity to get involved in SSH's programs and activities.

Attending IMSH 2017 will enable me to participate in a number of education sessions that are directly applicable to my work and will allow me to network with a variety of healthcare simulations experts and colleagues from around the world.

To focus on our specific needs, I want to attend the following education courses:

- <include education session name>
- <include education session name>
- <include education session name>
- <include education session name>
- <include education session name>

Plus, the plenary presentations promise to deliver new ideas that will help improve patient care:

- **Stories from the Heart** will feature stories of real-life inspiring events that showcase the power of healthcare simulation in saving patient lives.
- **Shawn Achor** is the New York Times bestselling author of *The Happiness Advantage* and *Before Happiness*.
- **Regina Holliday** is a Maryland-based patient advocate and artist known for painting a series of murals depicting the need for clarity and transparency in medical records.

- **Laura Mansfield** has spent the last 20+ years studying the art of storytelling, leadership and the human experience.

In addition to the education sessions, IMSH 2017 offers three unique showcases:

1. **The 7<sup>th</sup> Annual Serious Games & Virtual Environments Arcade & Showcase** provides an environment where users of virtual and game-based technology can collaborate and network with students, clinicians, educators, and start-ups, as well as small and large established companies.
2. The **3rd Annual Spectrum of Innovation Showcase** highlights the continuum of new ideas in simulation, providing an exciting forum for creativity and innovation, fostering connections among presenters and attendees, inspiring the development of new solutions for healthcare simulation.
3. **IMSH Exhibit Hall**, the world's largest exhibition for healthcare simulation professionals.

I've identified a number of education sessions which will allow me to gain knowledge and understanding about industry best practices, innovations and how we can improve our processes. The faculty is made up of healthcare simulation experts and many presentations directly relate to issues that we currently face.

<IMSH registration is \$825, but can be reduced to \$625 by if I join SSH and register before November 3. SSH also offers special price of \$420 to students and residents which includes SSH student/resident membership (an \$80 value).>

Here is an estimate:

Registration: <\$xxxx>

Airfare: <\$xxxx>

Ground transportation: <\$xxxx>

Hotel: <\$xxxx>

Meals: <\$xxxx> *Monday and Tuesday lunch in Exhibit Hall included, plus an opening night reception.*

Total cost: <\$xxxx>.

The opportunity to develop contacts and gain knowledge in specific areas of healthcare simulation makes my attendance at IMSH 2017 a smart investment— one which will yield dividends throughout the year for <employer>.

Sincerely,

<Your Name>

