

To: <Supervisor / Division Leader name >  
From:<your name>  
Date: <insert date>

I am most interested in attending the pediatric IBD focused ImproveCareNow Fall Community Conference. The conference will be held September 17-19 in Orlando, FL.

The learning event fosters an environment enhancing professional and personal growth while providing a forum to share updates in research related to improving outcomes in the pediatric inflammatory bowel disease field.

During this conference, I will:

* Apply best practices demonstrated through ImproveCareNow quality improvement, research, clinical practice, and community engagement skills to accelerate improvement in outcomes.
* Develop connections and relationships with clinicians, patients, parents, and trusted partners to work together in new ways for the benefit the IBD community.
* Describe strategies to optimize workflows and leverage technology advancements to enhance clinical experience and improve outcomes.
* Examine latest research, emerging innovations, and ICN best practices to realize our strategic priorities.

The variety of educational topics would allow me to attend several sessions directly applicable to my work on <unit goals/best practices you are working on>. The sessions are led by respected leaders in pediatric gastroenterology and will enhance my knowledge of research, evidence-based practice, and hot topics in pediatric inflammatory bowel disease. Furthermore, the sessions will enable me to see evidence-based initiatives at other hospitals and to speak directly with physicians, nurses and other health care providers involved in their implementation. Additionally, I will have the opportunity to learn from my peers in a role specific breakout exclusively for <role at care center>

Historically, the ImproveCareNow Community Conferences have offered education to provide me with <CNE/CME /ABP MOC/ IPCE/CEU> education contact hours that I can apply towards renewing my license and my <insert other advanced certifications requiring contact hours for renewal>. ImproveCareNow is seeking continuing medical education for this event as well.

I am seeking <hospital’s name> sponsorship for the registration fee, travel, onsite lodging and meal expenses during the conference. The detailed cost breakdown, including travel and other expenses are listed below.

**Airfare:** <add flight expenses>  
**Ground Transportation:** <add estimate>  
**Hotel:** <add total hotel estimate (ImproveCareNow rate of $199+ tax per night)>  
**Meals:** <add meal estimate or per diem rate during travel [meals during the conference are included]>  
**ImproveCareNow Registration Fee:** $850

**Total conference cost:** <Insert sum of amounts noted above>

The opportunity for me to develop better contacts with fellow clinicians, learn emerging trends, and gain knowledge in specific areas of <medical areas of interest> makes my attendance at the ImproveCareNow Community Conference a wise professional investment, which could result in streamlined practices, insights, and an enhanced network of peers to call upon when faced with an unusual or difficult case.

I will submit a post-conference report that includes a summary, major takeaway concepts, techniques or tips, and action items for each of the sessions that I attend during the conference. In addition, I will be happy to circulate the conference proceedings and provide brief presentations to others within the <care center>.

I look forward to your reply. For more information about the Fall ImproveCareNow Community Conference, you can click [here](https://www.improvecarenow.org/fall_2025_community_conference). For more information about ImproveCareNow please visit [www.improvecarenow.org](http://www.improvecarenow.org).

Sincerely,

<insert your name>