



Sample Letter to Supervisor

Here's a sample "justification letter" to your supervisor explaining the many benefits that you'll gain from attending [IMSH 2018](#). Use it to explain how IMSH 2018 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 **2018 International Meeting on Simulation in Healthcare (IMSH)**, January 13-17, Los Angeles, CA. The conference is the annual meeting of my professional association, the Society for Simulation in Healthcare ([SSH](#)). As the leading organization for healthcare simulation, this conference offers the ideal opportunity to experience SSH's programs and meet their members.

Attending IMSH 2018 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 organization's specific needs, I want to attend the following courses:

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

Plus, the line-up of plenary speakers promises to deliver a lot of new insight I can use every day:

- **Jamie Hyneman**, best known as host and Executive Producer of Discovery Channel's long- running science and engineering series *Mythbusters*.
- **Wes Moore**, Chief Executive Officer at Robin Hood, a bestselling author, a Rhodes Scholar and a social entrepreneur.

- **Adam Steltzner**, Team Leader & Chief Engineer EDL, NASA Mars Rover Curiosity & author.

In addition to the education sessions, IMSH 2018 offers three unique showcases:

1. **The 8th 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 4th 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 2. 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 2018 a smart investment— one which will yield dividends throughout the year for <employer>.

Sincerely,

<Your Name>