



To:  
From:  
Date:  
Subject: **Proposal to attend Centricity LIVE 2017**

Dear <Insert Department Head's Name>,

**I would like to attend Centricity LIVE, GE Healthcare's annual user conference, taking place in Boston, MA on May 17-20, 2017.**

The two and a half day event features an agenda of educational sessions including in-depth training for <Insert **solution(s) you use**>, as well as general healthcare industry information that will educate me on the latest trends in technology and healthcare policy.

Here are five ways that I will specifically benefit from attending Centricity LIVE 2017 to optimize our Centricity investment.

1. **Dedicated education tracks**

This conference enables me to attend a number of sessions presented by fellow <Insert your title or those of your peers> and knowledgeable industry speakers that are directly applicable to my work and will improve our department's use of <product(s) that you are using> and help meet the current and future challenges of <choose one or more: Enterprise Imaging, Ambulatory Care, Workforce Management, Financial Management, High Acuity Care, Perinatal, Cardiology>.

2. **Product Roadmap sessions**

These sessions will reveal plans and future releases for <name specific products interested in> provided by GE Healthcare. These tracks can help us better understand the products we use, enabling us to become more efficient at a lower cost and with higher returns.

3. **Earn CE credits**

The <Insert the track of your focus> educational sessions will also qualify me to receive valuable CEs from <use relevant organization AHIMA, AHDI, ASRT>. At Centricity LIVE 2016, there were a total of 75 CE credits available, and GE is planning to provide more in 2017.

4. **Exchange best practices with other Healthcare Leaders**

The conference will put me face-to-face with peers at other healthcare organizations with whom I expect to share useful initiatives that are heralding the transformation of clinical and financial healthcare reform. Panel discussions and networking events will provide me the opportunity to share and exchange best practices that will improve my knowledge on <product that you are using> which will optimize our organization's investments.

5. **Meet GE Healthcare executives, product managers, developers and support service staff**

My time at Centricity LIVE will allow me to meet one-on-one with the Account Managers and Support Staff whom I work with daily to optimize our systems. Additionally there are opportunities to meet with **product and marketing managers** with whom I can share our ideas and areas of need, as well as request enhancements to improve the solutions we use.

I am seeking sponsorship for the registration fee and travel expenses during the conference. I believe these training dollars will be very well spent.

The total conference expense for **Centricity LIVE 2017** is \$\_\_\_\_\_.

**Here is an approximate breakdown of conference costs:**

Conference Registration Fee: **<\$649 thru January 15, 2017, \$749 thru February 28, 2017, \$849 thru March 20, 2017>**

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Airfare: **<add flight expenses>**

+

Transportation during the Conference: Travelers arriving from Boston's Logan International Airport will find a variety of convenient ground transportation options just minutes from the convention center and downtown Boston hotels. Centricity LIVE is within walking distance to the hotel.

+

Estimated Hotel: **\$675** (for three nights excluding taxes and fees; the discounted hotel rate for the conference is \$225 per night).

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Meals: **<add estimate>** GE Healthcare provides most of my meals during the event including three days' worth of breakfast and lunch, and one dinner. I will need to pay for at least one dinner and potentially a few additional meal expenses while traveling.

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= The total cost estimate is: **<add your estimated figure>**.

When I return from the conference, I will submit details summarizing key information and techniques I learned with follow-up action items based on the knowledge I gained during **Centricity LIVE 2017**. I am also happy to share the conference materials with other team members and can give brief presentations to other groups who will benefit from this knowledge. This is an ideal way for the rest of our department to benefit from my training.

I look forward to your reply.

Sincerely,

**<insert your name here>**