



Dear \_\_\_\_\_,

I would like to attend CCMC’s New World Symposium 2019, a conference delivered by the leading organization providing cutting-edge educational content to case managers. The Symposium will provide timely education on key issues we encounter every day. CCMC’s New World Symposium is taking place February 28 to March 2, 2019 in National Harbor, MD.

My attendance at this Symposium will directly benefit our organization in the following ways:

- We can get our questions answered by high-caliber speakers during sessions designed by case management subject matter experts.
- I will leave with real-world takeaways and superior knowledge to apply to our practice setting.
- I’ll have the opportunity to meet with vendors showcasing the latest products and services, which I will be able to share with the team upon my return.
- I can earn CEs towards maintaining my CCM Certification, with the added benefit of earning credits towards licenses and certifications from multiple allied health organizations in nursing, social work, and other related fields.
- Based on what I learn, I can make suggestions on how to improve existing procedures, policies and initiatives.

The schedule includes two and a half days of programming over the course of three days, reducing my time away and making efficient use of our resources. More information can be found by visiting <https://symposium.ccmcertification.org/>.

I am seeking support for registration costs and travel expenses for the Symposium. Below please find a breakdown of the expenses associated with the Symposium:

Registration Costs Includes: Access to all plenary, general and industry supported sessions and the exhibit hall.	\$725-\$975 (based on type and Early Bird pricing)
Round Trip Airfare (estimate cost based on your location)	\$
Hotel Stay (at host hotel)	\$293.54 per night x number of nights = <i>(includes current taxes and nightly resort fees – subject to change)</i>
<b>TOTAL APPROXIMATE COSTS</b> (add above items)	\$

I look forward to sharing notes and key takeaways with our team. Thank you for considering my request.

Sincerely,

