Dear <Insert Manager’s Name>:

I’m writing to request your approval to attend CORE’s Annual Summit taking place on September 29-October 1, in Providence, Rhode Island.

CORE’s software suite, including ELMS and CompMS, is an important part of my day-to-day life and the same is true for our students and preceptors. This conference brings together clinical and academic administrators from institutions across many types of programs in health sciences to share how they best manage experiential education and pull data to support accreditation. Through this opportunity, I will equip myself with tools to improve our student and preceptor experience, streamline our processes, and learn more about how our CORE software can support our program’s growth.

The conference has many opportunities to advance my knowledge of ELMS through:

* Hearing directly from experienced ELMS administrators on the ELMS Super Users Panel on how they use ELMS and the go-to features that have improved their experiential education program.
* Networking with other ELMS administrators to crowdsource ways in which we can elevate our program
* Learning first-hand about the upcoming features of ELMS that will add more tools to support our program.
* Discovering new ways to support our students, engage with our preceptors, and onboard new ELMS administrators.

**Cost for me to attend:**

Select meals will be provided during the conference. Specific details will be announced closer to the event date.

Registration Fee $449/person on or before 7/5. $499 after 7/5.  
Hotel Total ($**189** for single or double room per night)  
Airfare $INSERT PRICE  
Other Travel $INSERT PRICE  
Other Expenses $INSERT PRICE  
**Total: $INSERT TOTAL**

I hope you agree that this will be a great opportunity for me to bring back new ideas and knowledge that will benefit our program. When I return, I will be ready to share key takeaways and ideas with our team.

Thank you for your consideration,

<INSERT NAME>