



Program
Administrators
Conference

[Date] |

Dear [Manager/Program Director's Name],

I am writing to seek your approval to attend the upcoming Program Administrators Conference, to be held October 18-19, 2023 at the Halifax Convention Centre in Halifax, Canada.

Held in conjunction with the International Conference on Residency Education (ICRE), the annual Program Administrators Conference is an opportunity for:

- professional development: provide administrators and coordinators who play an essential role in medical education to learn new skills;
- networking: establish new connections with their peers and share innovative ideas and knowledge.

Spending two intensive days interacting and collaborating with other program administrators and medical educators from across the country will provide me with the perspective to better navigate the significant changes and challenges that residency training is currently facing, and give me the tools to apply new ideas and initiatives within my role.

I plan to achieve the following three objectives:

- Objective 1: _____
- Objective 2: _____
- Objective 3: _____ |

I plan to attend the following sessions to achieve these objectives, and to gain knowledge and educational tools to bring back with me to implement within our own institution:

- Session 1: _____
- Session 2: _____
- Session 3: _____
- Session 4: _____
- Session 5: _____
- Session 6: _____ |

I look forward to bringing my key takeaways back to implement and share within our department, to enhance residency training and improve our program overall. Please review the cost/benefit worksheet (attached) to see the value my attendance will bring to the organization.

Sincerely,

[Your Name] |



Cost/Benefit Worksheet

Conference expenses can be influenced by a number of factors. Before you can begin to justify the expenses to your program director or manager, you must first calculate what those expenses are. To do so, use the following cost/benefit worksheet to develop a monetary estimate for attending the 2023 Program Administrators Conference, a part of the International Conference on Residency Education (ICRE).

Costs

- The [\$____] registration fee includes an evening welcoming reception (Tuesday), refreshment breaks, and provided lunches on Wednesday and Thursday, as well as the ICRE welcoming reception on Thursday evening – therefore, out of pocket costs for meals will be minimal while attending the 2023 Program Administrators Conference.
- ICRE has offered airfare and other travel discounts to registrants of its upcoming conference. I have found airfare to Halifax, Canada for [\$____].
- ICRE has offered discounted hotel rooms at the following properties: Sutton Place (1700 Grafton Street, Halifax, NS, B3J 2C4), The Prince George Hotel (1725 Market Street, Halifax, NS, B3J 3N9) and the Hampton Inn (1960 Brunswick Street, Halifax, NS, B3J 2G7). Room rates are \$199 per night (plus applicable taxes).

Total estimated cost for registration, travel and accommodations = \$_____.

Benefits

- List any key “takeaways” anticipated from any/all sessions you plan to attend, based on their descriptions and learning objectives. Once you have listed takeaways that you can implement within your role, within your team/program, and within your institution overall, estimate the educational and/or dollar value that implementation will mean for your institution.
- Session: *(Title, key speakers)*
- Key Takeaways: *(Include innovative content covered in the session and new knowledge acquired)*
- Estimated Value: *(Highlight speaker credentials and demonstrate how the information presented will benefit your institution)*
 - List key speakers or other medical education stakeholders with whom you plan to meet face-to-face and network/collaborate with, and estimate the educational or dollar value that these interactions will mean for your program or institution. |

Objective: *(Identify the number of people you plan to meet with and the educational institution/organization they are affiliated with) |*



Estimated Value: *(Explain how networking with a diverse group of medical education experts will help enhance the value you bring to your role, and improve your program overall)*

Total estimated benefit of attending the 2023 Program Administrators Conference:
\$_____ *(state dollar value if applicable)*

At the completion of the 2023 Program Administrators Conference, take some time to review your original objectives. Develop an analysis of whether you were able to fulfill these objectives, and assess how you will be able to apply what you learned in order to improve your institution's educational program, offer innovative ideas to ameliorate systems and processes and/or obtain tools to enhance your own role/professional practice within medical education.

Demonstrating the ROI from the 2023 Program Administrators Conference will not only provide value to your institution in the short term, but will also help ease the way to approval to attend future installments of the Program Administrators Conference and ICRE.