Please modify this letter as needed for your needs.

Dear [Insert Name],

I am requesting approval to attend the upcoming ASHP 2024 Midyear Clinical Meeting & Exhibition which will take place this December 8-12 in New Orleans, Louisiana. The Midyear is the largest gathering of pharmacy professionals in the world and offers significant opportunities for professional development, continuing education, and networking. I believe that my participation will greatly benefit our team and contribute to my role within the organization.

**Continuing Education for Pharmacy Technicians**

The Midyear offers a robust program featuring almost 200 sessions on key practice issues.

* **94 sessions** are designated for technician continuing education (CE).
* **104.5 out of 236 hours** of total CE hours are ACPE technician designated.

This presents a unique opportunity for me to enhance my skills and knowledge in areas directly related to my role. I can tailor my attendance to the sessions that align with our current practice goals, and I’m happy to discuss any specific sessions that would be particularly beneficial for my position.

**Networking Opportunities**

The conference also provides valuable networking opportunities, which are essential for building professional relationships and staying connected with industry peers. Notable events include:

* **Monday, Dec 9:** 12:30-1:30 p.m. CST - Networking Session: Pharmacy Technicians [Hosted by The Pharmacy Technician Society℠ (TPTS℠)]
* **Tuesday, Dec 10:** 11:15 a.m.-12:15 p.m. CST - Networking Session: Managing Patient Access (Hosted by TPTS℠ and the Section of Specialty Pharmacy Practitioners)
* **Wednesday, Dec 11:** 11:15 a.m.-12:15 p.m. CST – The Pharmacy Technician Society℠ (TPTS℠) Meet and Greet

These sessions will allow me to exchange ideas, discuss challenges, and explore solutions with other pharmacy professionals, which can be brought back to our organization for implementation.

The **Exhibit Program** is particularly compelling, featuring innovative technologies and products that are shaping the future of pharmacy. I plan to participate in hands-on demonstrations, promotional theaters, and learning labs that are directly relevant to our current and future clinical needs.

**Volunteer Opportunities**

In addition to attending the sessions, there are also many opportunities for me to get involved and participate as a volunteer at the conference. [Note: Volunteer roles may include being a session moderator, assisting in ribbon/recognition distribution, or being a networking session facilitator.]

Engaging in these volunteer opportunities would not only allow me to contribute to the success of the conference but also enhance my leadership and organizational skills. It would provide additional exposure to pharmacy leaders and ASHP and TPTS℠ staff and reinforce our organization’s presence at the event.

**Costs**

I am aware of the costs involved and have outlined them below for your consideration.

* **Conference Registration Fee:** [Amount]
* **Travel Expenses:** [Estimated Amount]
* **Accommodation:** [Estimated Amount]
* **Meals:** [Estimated Amount]

I am confident that the knowledge and connections I gain from attending the Midyear will provide a solid return on investment, not only enhancing my personal professional development but also bringing back valuable insights and practice solutions to our team at [insert organization name].

Thank you for considering my request. I am happy to discuss this further or provide additional details if needed.

Sincerely,  
[Your Full Name]  
[Your Job Title]  
[Your Contact Information]