Dear <*supervisor's name*>,

I would like to attend MCG Health’s Client Forum 2020 from Sunday, May 17, through Wednesday, May 20, in Orlando, Florida. Healthcare professionals (including physicians and case managers) from national and regional payer and provider organizations will come together to learn from and influence each other through community sharing of knowledge and experiences. In addition to networking opportunities, Client Forum will support my professional development as I’ll gain exposure to innovative new ways to affect change.

I will have the opportunity to attend a number of presentations, panels, and discussion sessions that are directly applicable to my work. Sessions in the conference agenda detail how healthcare organizations use various evidence-based content, tools and methodologies to provide informed, collaborative, and effective care. We will learn how to implement effective processes and synergistic working practices to increase efficiency, reduce organizational complexity as well as payer-provider friction, and improve outcomes.

I will have the opportunity to learn about:

* MCG best practices and use cases, including successes, roadblocks, and lessons learned
* Payer-provider collaboration and working together for mutual benefit
* Legislative and regulatory-driven initiatives
* Population health management
* Value-based care
* Physician insights and education
* Behavioral health
* Pediatrics

Additional benefits of attending:

* Attendees of qualified sessions are eligible for approximately 10-16 hours\* of Continuing Education (CE) credits
* Option to participate in the online [MCG Certification Course](https://www.mcg.com/client-resources/certification-exam/) ($150 certification exam fee is waived for Client Forum attendees)
* Hands-on, interactive trainings are available pre- and post-event (complimentary)

\* Estimate based on previous MCG Client Forum offerings

I am seeking sponsorship for the registration fee and round-trip travel and lodging expenses during the conference. If I register by February 28, 2020, I qualify for the early registration rate of $375.

Breakdown of complete conference costs:

|  |  |
| --- | --- |
| Roundtrip airfare | $350 |
| Transportation (MCO airport roundtrip) | $65 |
| Hotel (3 nights) | $850 |
| Meals (included with registration) | $0 |
| Conference registration fee (early bird) | $375 |
| **Total cost of attending conference:** | **$ 1,640** |

The opportunity to build my professional network and learn more about leveraging evidence-based solutions makes my attendance at Client Forum 2020 a wise investment, which will benefit my work at our organization.

Sincerely,

<*your name here*>