[Date]

Dear [**supervisor's name**]:   
  
I request your approval of my attendance at the 46th Canadian Medical and Biological Engineering Conference (CMBEC46) joined with the Clinical Engineering Society of Ontario 2024 Conference (CESO 2024).

The conference takes place in DoubleTree Hotel, by Hilton in downtown Toronto, from May 28th to 30th, 2024.

What I will learn and gain from this event will benefit our hospital and department, including the following,

* Networking with other Ontario biomedical technology and clinical engineering professionals.
* First-hand accounts of experiences by healthcare technology management professionals who have solved technical issues.
* Insightful techniques to maximize efficiency and reduce costs.
* Practical ways to support clinical departments within and outside our organization.
* Product demonstrations in the vendor exhibit area.
* New technologies being developed by healthcare researchers.
* Troubleshooting, lessons learned and problem solving training and techniques.
* An update from mandatory reporting of medical device incidents.
* Technical training from medical equipment vendors

I would be happy to share the Program-At-A-Glance which lists all of the presentations, technical sessions and other events. Additionally, medical equipment manufacturers and health technology companies will be attending enabling me to see and assess their latest offerings.

Here is the breakdown of conference costs: [You will need to insert your travel expenses here]

* Airfare: <$xxxx>
* Ground Transportation: <$xxxx>
* Hotel: <$xxxx>
* Meals: <$xxxx>
* Registration Fee: <$xxxx>

The total costs associated with attending this conference are: <$xxxx>

Again, I believe that the knowledge and professional contacts that I would gain at CMBEC46/CESO 2024 would be very valuable to our department and organization.

Sincerely,

[**your name]**