



Good **[morning/afternoon]** **[Manager Name]**,

I'd like to request your approval to attend the MedTech Conference, taking place October 18-21, in Boston, MA.

The MedTech Conference is the leading global event for the medtech industry, bringing together thousands of executives, innovators, policy leaders, investors, health care leaders, and industry partners. Over four days, I'll gain direct access to the people, ideas, and technologies moving medtech—and the future of health care—forward.

Attending would help me strengthen my industry knowledge, build valuable relationships, and return with practical insights that support our team's priorities and future initiatives.

Why the MedTech Conference is Worth the Investment:

- Critical industry education: Learn directly from leaders addressing the technologies, policies, business challenges, and market forces shaping medtech, including AI, digital health, regulatory developments, reimbursement, commercialization, and emerging innovation.
- Practical insights and best practices: Hear real-world case studies and proven strategies from organizations successfully implementing new technologies and solving industry challenges.
- Innovation and solution discovery: Explore new products, vendors, and innovations that could improve efficiency, support future initiatives, and drive better health outcomes.
- Strategic networking opportunities: Engage directly with medtech executives, manufacturers, health care leaders, technology partners, policymakers, investors, and experts from around the world.
- Actionable takeaways: Bring back ideas, recommendations, and best practices that can be applied immediately to support our organization's priorities.

Within two weeks of the event, I will:

- Share a focused recap highlighting the most relevant insights and key industry trends.
- Identify 2-3 actionable opportunities, ideas, or initiatives for our team to explore.



- Provide follow-up recommendations for any potential partners, technologies, or solutions identified during the event.

Here's an estimated cost breakdown for me to attend:

Conference Registration: \$

Hotel: \$

Airfare/Transportation: \$

Other Travel Expenses: \$

Estimated Total: \$

Registering now also allows us to secure current pricing before rates increase on August 6 and make travel arrangements while more options remain available, maximizing the value of our professional development budget.

I'm happy to provide additional information about the education program, participating organizations, or the specific sessions and opportunities I plan to prioritize.

Thank you for your consideration!

<Insert Name>

<Insert Title>

<Insert Organization>