



August 30-September 2, 2026 • Las Vegas, NV

Date _____

Dear _____,

I would like to attend the 2026 PVA Healthcare Summit + Expo, August 30th- September 2nd in Las Vegas, NV. The conference enable me to attend a number of education sessions that are directly applicable to my work and will allow me to network with a variety of industry experts and colleagues. I will be able obtain more than 20 CEUs required for my certification.

The education sessions will provide me with tools to gain insights into industry trends, best practices, and emerging technologies. The presentations are facilitated by both industry experts and colleagues who have faced similar challenges. I am confident I will be able to enhance my skills and expertise through the workshops, sessions, and keynotes.

In addition, the exhibition, will offer in person access to over 50 suppliers serving the industry. This will be a great opportunity to develop new relationships for supplier partnerships and to identify new solutions for patients.

I am seeking approval for registration fees, travel expenses to the conference and hotel accommodations during the event. A detailed cost breakdown is included below. The full price conference fee for an attendee is \$400, but will be increased to \$500 if registered after 30 April 2026.

Here is the breakdown of event costs:

Registration Fee: \$ _____

Hotel: \$ _____

Airfare: \$ _____

Transportation: \$ _____

Other (Meals, Per Diem, Etc.): \$ _____

The total costs associated with attending the 2026 PVA Healthcare Summit + Expo: \$ _____

I will bring back my key takeaways to implement and share with our organization to strengthen our engagement, enhance efficiency and productivity. Upon my return from the 2026 PVA Healthcare Summit + Expo, I will provide you with a report on how I will be able to apply what I learned and offer actionable best practices. I assure you that by attending this event, I will provide added value to our organization.

Sincerely,
