**Academic Internal Medicine Week 2020 Attendance Proposal**

***This letter is a template to help you communicate the advantages of attending Academic Internal Medicine Week 2020 to your supervisors. Feel free to customize to your unique circumstances. We’ll see you in Tampa!***

Dear [name]:

I would like to attend the Alliance for Academic Internal Medicine’s **Academic Internal Medicine Week 2020**, the premier conference for faculty and staff in academic departments of internal medicine, April 19-22, 2020, in Tampa, FL. Below are the reasons why attending this conference would be an excellent use of professional development funds and a good investment for [INSERT DEPARTMENT OR INSTITUTION].

**Academic Internal Medicine Week 2020 is a unique learning experience for individuals leading, managing, and supporting educational, clinical, and research programs in departments of internal medicine and will help contribute to our bottom line.** The conference is an unparalleled opportunity to connect with more than 3,000 of my peers and thought leaders in academic internal medicine. Hands-on workshops are being planned that teach best practices and current trends for tackling some of the most persistent challenges that we face—from improving diversity to managing CCCs to improving faculty evaluations to employee engagement. I can bring back strategies and best practices for solutions that work for [INSERT DEPARTMENT OR INSTITUTION]. Moreover, at the precourses offered at AIMW20, I will improve my knowledge and skills in [CHOOSE ONE OPTION] 1) teaching clinical reasoning, 2) fostering women leaders, 3) career development for residency program directors, or 4) running a small-sized residency program. I would also like to grow my network of peers in [INSERT POSITION OR JOB FUNCTION] from around the world who represent the diversity of the field.

**Many of academic internal medicine’s most passionate and successful leaders attend this conference and share their expertise.** Participants learn the newest ideas, innovations, and best practices directly from the faculty and staff who are pushing the envelope on building successful programs to manage departments of internal medicine.

**Academic Internal Medicine Week 2020 is a cost-effective professional development experience.** Not only is theconference affordably priced, but travel and accommodations to Tampa, FL, are some of the most economical in the country. Breakfast and lunch are included for the whole meeting as well.

**While AIMW20 is an initial expense, the opportunity for me to meet and problem solve with other faculty and staff is an opportunity we cannot afford to miss.** Specifically, I would like to attend educational sessions to get information or help with: [REFER TO CONFERENCE SCHEDULE ON WEB]

1. [Fill-in precourse, meeting, plenary, or workshop title here]
2. [Fill-in meeting, plenary, or workshop title here]
3. [Fill-in meeting, plenary, or workshop title here]

The return in investment in time and budget will pay off exponentially when I return and share with my colleagues new ideas and ways of approaching our challenges.

The estimated cost to attend Academic Internal Medicine Week 2020 is [FILL-IN AS APPROPRIATE]:

|  |  |
| --- | --- |
| Precourse | $400 |
| Registration (includes breakfast and lunch) | $850 |
| Airfare | Estimate from your location |
| Hotel (three nights at $ - [see rates on website](https://www.im.org/meetings/upcoming-events/aimw-2020)) | $ 209-239 |
| Ground transportation to and from hotel | Estimate $15 each way |
| Meals | $ |
| **Total** | **$** |

I am requesting approval from you now so we can take advantage of **the meeting “Early Bird” registration rate of only $850—*a $200 savings****.*

I believe this will be a solid investment for [INSERT DEPARTMENT OR INSTITUTION] and a good use of my time. Thank you for considering this request.

Regards,