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|  | Company Name Here |

To:

From:

CC:

Date: October 4, 2024

Re: Staff Improvement / Professional Development Opportunity
Soft Network Users Group Annual Conference | SNUG 2025

As a company, I know we are always looking for ways to get the most for the money we spend in every area. This is why I am proposing the following cost-effective conference in May that will help < name of your department / facility > learn how to better utilize our SCC Soft Computer information systems and maximize our LIS.

SNUG 2025 - the Soft Network Users Group’s 31st Annual Conference in Clearwater, Florida, May 4 – 8, 2025.

In addition to the free SoftReports half-day workshop on Sunday, the conference will offer more than 40 technical sessions presented by SCC users and staff, with topics covering multiple technical tracks, including LIS Admin, General Laboratory, Blood Bank / Transfusion Services, AP+Genetics, Quality Control, Professional Development, and product-specific topics.

A hands-on lab runs throughout the week, providing the opportunity for me to meet with members of SCC’s programming and product development teams to discuss our specific product and environment questions.

A vendor expo will feature SCC add-ons and third-party programs and will present an opportunity for me to discuss these products with their representatives and explore new ways to boost < your department’s > efficiency.

There are three presentation rooms where technical sessions, round-table discussions, panel/focus group presentations, product showcases, and workshops run throughout the day, of which the following are of particular relevance to < name of your department and/or facility >:

* < List the titles of sessions that will provide the greatest benefit to your department and/or facility. A complete and updated list of sessions will also be posted on the SNUG website ([www.snuginconline.org](http://www.snuginconline.org)) >

Fixed costs:

* < List transportation costs, SNUG 2025 registration fee, cost of meals (NOTE: *breakfast, lunch, and snacks—and SCC’s Annual Client Appreciation Banquet Wednesday evening are all included at no extra charge*), and the price per night of the hotel room. SNUG has negotiated a special guest room rate of $225 (plus tax) per night for single or double occupancy at the Sheraton Sand Key Resort, the conference venue. *Please note that this rate expires at 5:00 p.m. EDT on 04/02/2025.* >

Summary of benefits for < your facility/department >:

The sessions will provide me with more knowledge of < list specific topics >.

This knowledge will enable me to handle < list a particular project or issue > with more professionalism and confidence, which will reflect favorably on < your facility/department >. I will be able to pass on much of this information to my coworkers; and my notes and copy of the presentation and handouts will be available for reference.

I hope that you will consider making this investment, not only in my professional development, but also in enhancing < name of your department / facility >’s usage of SCC’s clinical information systems and < insert something else you expect to gain, (e.g., establishing a community of practice for our department/facility) > as well.

Sincerely,

< Your Name >
< Your Title >