**NATA 2023 Convention Justification Letter**

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[Date]

RE: NATA 2023 Convention

Dear [Supervisor’s name],

I am writing to request support to attend the 74th National Athletic Trainers’ Association (NATA) Clinical Symposia & AT Expo June 21-24 in Indianapolis.

Attendance at the annual convention will provide many benefits, including:

* 20 Continuing Education Units
	+ I am required to have 50 CEUs every two years, with 2023 being a reporting year, and this is a great way to get a variety at one place
* Access to cutting-edge research and skill development
* Face-to-face communication with vendors
	+ This is the time that vendors will give discounts and work to provide customer service
* Numerous networking events

As an NATA 2023 attendee, I will learn new skills I can implement right away, bringing added value to [insert organization name]. This is the only national conference for my profession and it is the one time I can interact with other professionals on a national scale and gain knowledge to improve my skills as an athletic trainer. This year’s NATA convention will offer numerous sessions, workshops and learning labs specifically designed for skill-building, professional development and enrichment. The diversified programming of educational sessions focus on a range of topics that will benefit me and my [insert co-workers, students, patients].

Convention registration is: [$xxx Early bird rate]

Housing is: [$xxx Shared rooming if applicable]

Travel costs: [$xxx]

With current economic conditions, I understand we must be very conscientious of where we spend money. Therefore, the costs above are at the lowest possible for each.

Following the NATA convention, I am happy to provide a detailed overview on the new contacts made as well as athletic training research and technology, vendor product and service information and speaker presentation notes to the rest of the team as well as make any educational materials available to my [insert co-workers, students, patients].

Thank you for your support of my attendance of the NATA convention.

Sincerely,

[Your name]