**NATA 2024 Convention Justification Letter**

[Date]

RE: Attending the 75th NATA Clinical Symposia & AT Expo

Dear [Supervisor’s name],

I am writing to request support to attend the 75th NATA Clinical Symposia & AT Expo June 25-28 in New Orleans. As the National Athletic Trainers’ Association’s diamond convention, the theme of NATA 2024 is “CelebrATe 75 Years,” and ATs everywhere are encouraged to come together and celebrate this special occasion while also advancing our skill set.

Attendance at the NATA convention will not only provide many personal benefits but will also benefit my team and our organization. Benefits include:

* Earning up to 20 CEUs through both in-person and on-demand content opportunities
	+ The Board of Certification for the Athletic Trainer and state law require 50 CEUs every two years to maintain the athletic training credential and state license.
* Access to cutting-edge research, which influences best practices and the standard of care
* Hands-on learning opportunities and skill development
* Face-to-face communication with vendors to learn more about the latest products and services in sports medicine
* Numerous networking events to connect to athletic trainers in my setting and from around the globe

As an NATA 2024 attendee, I will learn new skills I can implement right away, bringing added value to [organization name] and our goal to [insert organization’s goal]. My specific goals for attending NATA 2024 are to [insert goals related to your job responsibilities and/or your organization’s goals].

Below is an approximate breakdown of expenses:

* Convention registration: [$xxx]
* Housing: [$xxx]
* Travel/transportation costs: [$xxx]
* Meals: [$xxx]
* Total: [$xxx]

Following the NATA convention, I’m happy to provide a detailed overview to the rest of the team. This will include insight into new contacts, the latest in athletic training research and technology, vendor product and service information as well as speaker presentation notes and educational materials.

Thank you for your support of my attendance at NATA 2024 as it will help me continue to provide high-level care to our [patients/athletes] and ensure our organization is up to date on best practices and the latest products in sports medicine.

Sincerely,

[Your name]