



Dear (Manager, Administrative Executive, etc.):

SUBJECT: CAMDR Biennial Conference Value Letter

Continuing education is essential for promoting quality, safety, process, consistency, and professionalism in Medical Device Reprocessing Departments (MDRD). MDR professionals are regularly faced with complex surgical instrumentation as well as advanced processing equipment. The latest standards and best practices help to ensure patient safety, infection prevention, and exemplary customer service remain a top priority.

The 2018 CAMDR Biennial Conference, "Navigating the Tides of Medical Device Reprocessing", will address each of these challenges. Hundreds of MDRD professionals from Canada attend this leading educational conference. Over the course of several days, MDRD professionals of all backgrounds and experience levels are educated on a wide array of timely and pertinent subjects impacting the discipline, and are given the tools they need to immediately apply valuable, practical knowledge in their respective departments.

The biennial conference will feature discussion forums, informative exhibits, learning annexes, and a number of networking opportunities that allows attendees to share insights and best practices with peers, and gather useful information from leading industry experts.

I believe many of these sessions will be of significant interest/benefit to our department. I also welcome additional suggestions to help make the most of my attendance. I hope you will agree that my attendance at the CAMDR 2018 Conference will be of great value to my department and the customers we serve. Please let me know if you have any questions or concerns, or require additional information.

I have included a document with an expense breakdown for your review. Thank you for considering my request, and I look forward to discussing the opportunity further.

Thank you for your time and consideration.

Sincerely,

(Signature)

(Name)



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<u>EXPENSES</u>	<u>RECOMMENDATIONS FOR COSTS</u> <u>SAVINGS</u>	<u>COSTS</u>
Conference Registration		\$
Flight		\$
Accommodation	CAMDR host hotel, Halifax Marriott, offers discounts and reduced-rate hotel rooms.	\$
Transportation	Halifax Stanfield International Airport is 32km away from the Halifax Marriott.	\$
Meals	Full Registration includes: breakfast on October 12-14, lunch on October 11-13, Opening Reception on Thursday October 11, and Banquet Dinner & Social on Friday October 12.	\$
	<u>TOTAL</u>	\$