Subject: Why I should attend Skilled Nursing Facility (SNF) Symposium

Hi [NAME],

I am writing to request approval to attend the upcoming symposium on Medicare Education for Skilled Nursing Facility (SNF) Providers, organized collaboratively by Palmetto GBA and CGS. The event is scheduled to take place at the Embassy Suites by Hilton in Greensboro, NC, from January 11-12, 2024.

This symposium holds immense value for our organization because of the following reasons:

1**. \*\*Relevant Information for SNF Providers: \*\***

The symposium is tailored to provide a wealth of information specifically for SNF providers from Jurisdictions J, M, and 15. The agenda includes general sessions open to all providers, irrespective of location, as well as breakout sessions designed to address jurisdiction-specific concerns.

2. **\*\*Focus on PDPM and TPE: \*\***

With Medical Review staff on-site, the event will offer detailed insights into the Provider Driven Payment Model (PDPM) and Targeted Probe and Educate (TPE) as they pertain to SNF providers. This knowledge is crucial for me in navigating current industry challenges.

3. **\*\*Distinguished Speakers and Educational Sessions: \*\***

Noteworthy keynote speakers, including the State RAI Coordinator for North Carolina and Palmetto GBA Medical Director, along with 12+ educational sessions featuring 10+ speakers, ensure a comprehensive learning experience.

4. **\*\*Networking Opportunities: \*\***

The symposium gathers 375 attendees, providing an excellent opportunity for myself to network with peers and gain valuable insights from professionals within the SNF community.

5. **\*\*Exclusive Hotel Discounts and Convenient Venue: \*\***

Early bird registration offers a discounted hotel room rate at the Embassy Suites by Hilton, providing a cost-effective option. The venue's surroundings, filled with attractions and restaurants, offer a conducive environment for learning and networking.

Attending this symposium aligns with my professional development goals and contributes to staying abreast of industry trends and best practices. The knowledge gained will directly benefit our organization by enhancing my expertise in Medicare-related topics.

Here is an approximate breakdown of the conference costs:

* Airfare: $X
* Transportation: $ X approx.
* Hotel: $X
* OPTIONAL: $(-$ X)
* Registration Fee: $X
* **Total:** **$X**

Thank you for considering this request. Please let me know if I have your sign off to attend this valuable event, as the earlier I make my travel arrangements, the more cost friendly the arrangements will be! I look forward to your reply.

Thank you,

[NAME]