

Lab Quality Confab
PROCESS IMPROVEMENT INSTITUTE
Pursuing Excellence in Continuous Improvement

FROM: [You]
TO: [Your Boss]
SUBJECT: Why attendance at *Lab Quality Confab 2017* is essential

Please allow me to elaborate on my request to attend *Lab Quality Confab 2017*.

Lab Quality Confab, now in its 11th year, is the most respected and widely attended conference in the clinical laboratory and anatomic pathology industry.

Laboratory managers, administrators, and pathologists come together at this meeting to discuss the most up-to-date and practical information on lab process improvement and quality management methods, and to learn to use this knowledge to benefit their laboratories through the advancement of career skills and personal abilities.

Past attendees of *Lab Quality Confab* have given the conference consistently high ratings, noting its tremendous educational value, and how in just 2 days *Lab Quality Confab* makes it easy, inexpensive, and accessible for team members like me to gather the quality tools and knowledge they need to make a real difference in their laboratory, hospital, or pathology group.

Here are just a few of the reasons why our attendance at *Lab Quality Confab 2017* is important:

- There will be dozens of sessions covering the latest and best quality management and process improvement methods to bring back to our lab
- The conference features extended workshops offering detailed knowledge and skill-building on specific techniques, with Certificates of Completion for attendees
- The meeting features exceptional networking opportunities, which means a chance for thought exchange with the best and brightest leaders in the lab industry
- The agenda includes programs of special benefit to our lab, including Lean and process improvement training

Attendance of this conference can benefit our lab greatly, offering an abundance of insights on how we can focus our time and energy to get better results day-in, day-out.

Beginning September 9, conference tuition increases by \$100, so an earlier registration saves us money. I am happy to provide a complete cost breakdown, or any additional information you need in order to secure approval for attendance at *Lab Quality Confab*. You can learn more about the event at www.labqualityconfab.com.

I think you'll agree that participation in this year's *Lab Quality Confab* conference is a smart investment toward enhanced skills, professional development, and relationships for our laboratory.

Sincerely,

[Signed]