Dear [*Supervisor*],

I am requesting your approval to attend the Association of Cancer Care Centers (ACCC) [42nd National Oncology Conference](https://www.accc-cancer.org/noc-2025) (NOC), which will take place in Denver, Colorado, from October 15-17. Attending this conference will be an excellent opportunity for me to build my professional network and learn from cancer programs across the nation that are facing similar challenges as [*your organization*] and have developed replicable solutions. For example, WellSpan Cancer Institute, one of six 2025 ACCC Innovator Award Winners that will be presenting at this conference, shared in a recent [blog](https://www.accc-cancer.org/acccbuzz/blog-post-template/accc-buzz/2025/05/13/adopting-machine-learning-enabled-decision-support-to-improve-oncology-end-of-life-outcomes?), “*Just last year, I attended a session focused on expanding nutrition services, immediately brought what I learned back to my team, and it’s now one of our 2025 quality improvement goals*.” 2024 ACCC Innovator Award winner Munson Healthcare, Cowell Family Cancer Center, shared a similar experience in a [2024 blog](https://www.accc-cancer.org/acccbuzz/blog-post-template/accc-buzz/2024/05/15/implementation-of-a-bispecific-t-cell-engager-therapy-program-at-a-community-cancer-center?), stating that its vice president of Cancer Care Services attended the NOC in 2022, heard one of the ACCC Innovator Award winners discuss its [rapid diagnostic clinic](https://www.accc-cancer.org/home/about/awards/accc-innovator-awards/2022-winners/james-cancer-hospital-and-solove-research-institute?), and then spearheaded development and implementation of a similar program a year later. These are 2 concrete examples of the return on investment our cancer program might realize from attendance at this conference.

For additional context, the ACCC National Oncology Conference brings together cancer program administrators, business and operational leaders, and multidisciplinary clinicians from around the country to learn, connect, and be inspired by innovations happening today that are elevating the standard of cancer care, enhancing the patient experience, and streamlining cancer care delivery. As noted above, the NOC highlights the work of the 2025 ACCC Innovator Award Winners—with each cancer program providing an in-depth presentation about how they developed their initiative; challenges, successes, and lessons learned along the way; and practical strategies for other cancer programs interested in replicating and/or adapting their innovation. This conference is a unique opportunity for me to hear from some of the brightest minds in oncology who are truly passionate about transforming the way we care for patients with cancer. Attached to this document I included the [agenda](https://mjhassoc.sharepoint.com/sites/ACCCMEETINGS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FACCCMEETINGS%2FShared%20Documents%2FNOC%202025%20%28Oct%2015%2D17%29%2FAgenda%2FNOC%5F2025%5FAgenda%20Downloadable%2Epdf&parent=%2Fsites%2FACCCMEETINGS%2FShared%20Documents%2FNOC%202025%20%28Oct%2015%2D17%29%2FAgenda&p=true&ga=1) so you can see the line up of industry experts and relevant topics being covered.

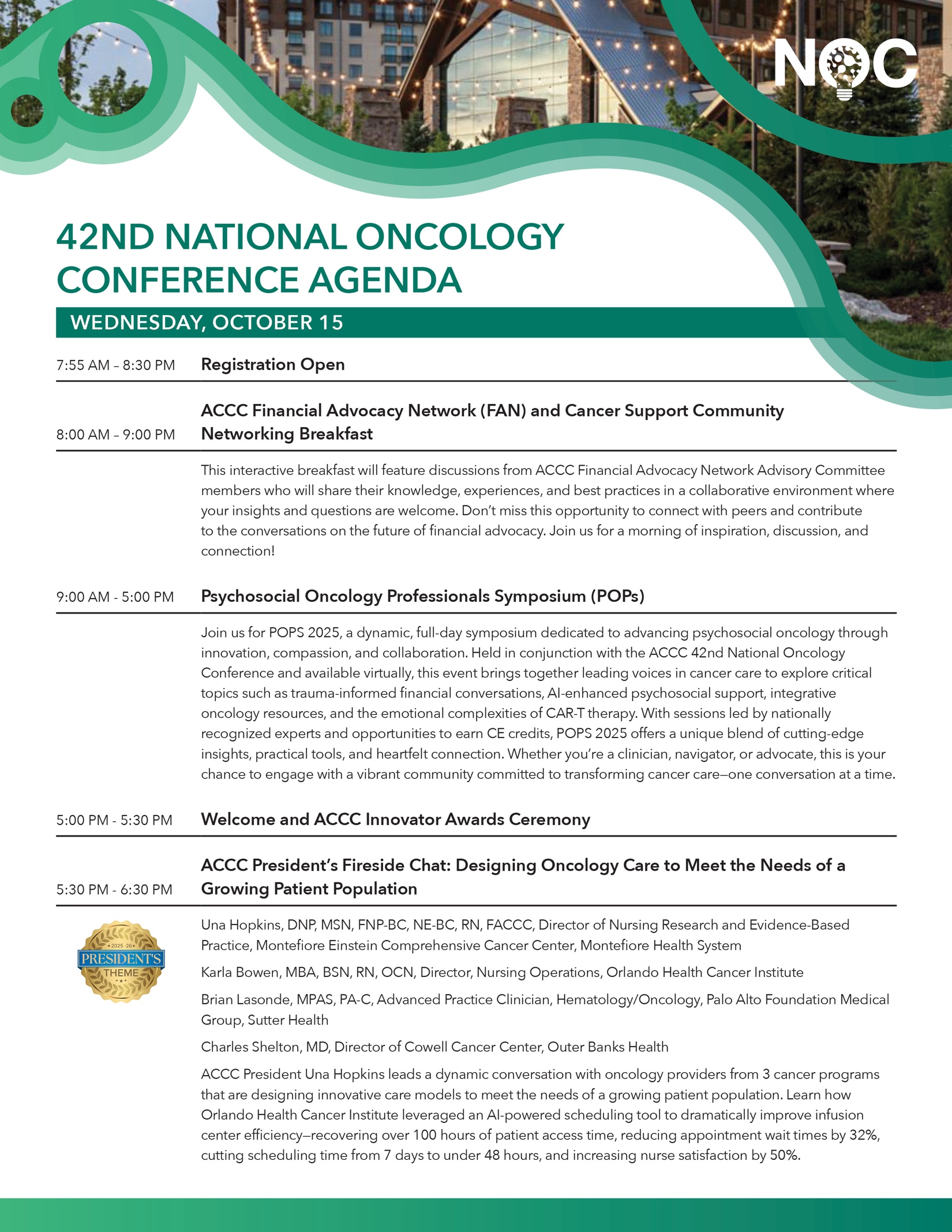
I have assessed the expenses tied to my NOC attendance. The primary costs include the registration fee, travel expenses, and accommodation, which I've outlined below.

|  |  |
| --- | --- |
| **Expense** | **Cost** |
| Registration Fee: | [INSERT COST] |
| Travel: | [INSERT COST] |
| Hotel: | [INSERT COST] |
| Additional Expenses: | [INSERT COST] |
| Approximate Total: | [CALCULATE TOTAL COST] |

Thank you for considering this opportunity for me to gain practical insights from subject matter experts from across the country. I look forward to bringing back what I’ve learned to share with my passionate and talented colleagues and help support process and quality improvement at [*your organization*].

Sincerely,

[*Your Name*]



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