Dear [NAME]:

I am writing to request your approval to attend the American Academy of Audiology’s annual conference, AAA 2025+HearTECH Expo, which will be held March 26-29, 2025, in New Orleans. This conference—which is the largest gathering of hearing and balance health-care professionals in the world—includes numerous opportunities for professional development, networking, and education that I believe would benefit me, our practice, and our patients.

The conference features more than 130 educational sessions from leading experts designed to help me practice at the top of my scope and to help our practice operate as efficiently as possible. Through lectures, sharing of best practices, and discussions of clinical cases, research findings, and new treatment protocols, the conference will cover topics including coding and billing, disparities in audiology, accepting managed care, the role of AI in next-gen hearing aids, tinnitus, and cochlear implants. In addition, there will be more than 130 abstract posters and presentations featuring the latest evidence-based research.

This year, the Academy is releasing a suggested agenda of sessions based on [INSERT APPLICABLE TRACK HERE: AMPLIFICATION, AUDIOLOGY ASSISTANT, EARLY CAREER, PEDIATRICS, PRIVATE PRACTICE MANAGEMENT, VESTIBULAR] to maximize my time at the conference. I will review this agenda with you beforehand to select the sessions that would best serve me and our practice.

Furthermore, the exhibit hall will feature more than 130 companies displaying the latest models and tools that we could potentially use in our clinic to improve patient care. This would be a valuable opportunity to test multiple devices in person so that we can offer our patients the most up-to-date developments in audiology.

Additionally, the conference will provide opportunities to help me develop as a leader, including sessions on the success of teams and emotional intelligence. The keynote speaker, Nadene Cherry, will speak about how meditation can improve my focus at work while also preventing burnout.

In attending this conference, I would take detailed notes, collect printed materials, and share my findings with you and the rest of our team after the event so that we could all benefit from my experience.

Detailed information about the conference can be found at aaaconference.com. The Academy is offering an early-bird registration rate through February 5, 2025 for additional savings.

I would be happy to discuss my attendance at AAA 2025+HearTECH Expo more with you. Thank you for your consideration.

Best,

[NAME]