[Date]

Dear [Your Supervisor’s Name],

I would like to attend **the AADPRT Annual Meeting** from **March 2-6,** in **Orlando, FL**. This conference presents an exciting and unique opportunity for professional growth and networking that will directly impact my daily work and the value I can bring to our team at [Institution’s Name/Stakeholder Groups]. In a rapidly changing environment, opportunities to learn through conversations and shared experiences are paramount.

The AADPRT Annual Meeting is the ***only*** national meeting where program administrators (PAs) in psychiatric residency and fellowship training can engage in targeted professional development and learn from experienced colleagues from programs of **all** sizes and settings throughout the nation. It’s an immersion into the knowledge and best practices that make a psychiatric residency training program run like a well-oiled machine.

One of the most important annual events in psychiatric residency training, [the AADPRT Annual Meeting](https://www.aadprt.org/annual-meeting/2025-annual-meeting) **uniquely:**

* Advances psychiatric residency training.
* Supports the career development of training directors, assistant/associate training directors, chairs, vice chairs, program administrators, and residents.
* Builds the psychiatric education community.
* Explores innovative leadership strategies and educational practices that thrive amidst the ever-evolving landscape of medical education and mental health care.
* Offers valuable connections with peers at institutions like [List Organization(s)] and learning from their strategies to tackle current challenges.

With annual attendance that's grown to nearly 1,000, the AADPRT Annual Meeting draws diverse and innovative leaders in our field from throughout the United States, Canada, and other countries. Content is experienced through the following presentations based on thoroughly vetted abstracts:

* Nationally recognized plenary speakers.
* Comprehensive symposium specifically for program administrators (coordinators).
* Hands-on, expert-led workshops.
* Coaching/orientation for all career stages.
* Showcase of innovation presentations.

Specifically, this programming provides a deep dive into:

* Artificial intelligence (AI) tools/utilization
* C-TAGME certification
* IMGs
* Leadership skills
* Onboarding
* Professionalism
* Recruitment and selection (ERAS, NRMP, SOAP)
* Resident problem-solving (e.g., documentation, probation, dismissal.)
* Wellbeing
* And much more!

Following the event, I will actively share valuable information with my colleagues through [Provide Examples (e.g., briefings on conference highlights, presentations on content and lessons learned, written summaries of programs and specific takeaways, and introductions between colleagues with new contacts made at the conference.)]

Considering the substantial benefits, I kindly request [Your Institution Name] covers the following expenses:

|  |  |
| --- | --- |
| Registration Fee |  |
| Round-Trip Airfare |  |
| Ground Transportation |  |
| Hotel for \_\_ Nights ($Rate +tax/night) |  |
| Meals (other than meals covered by the registration fee) |  |
| Miscellaneous (Baggage fees, housekeeping tips, etc.) |  |
| Total Estimated Cost |  |

My participation in this conference will afford me new ideas, best practices, and valuable contacts that will improve our team and contribute positively to our organizational goals. I believe your approval to fund this essential professional development opportunity would be a wise investment in my growth and our collective success.

Thanks very much for your consideration. I look forward to discussing this request further and am available to address any questions or concerns you may have.

Sincerely,

[Your Name]