Need help getting employer support to attend a SimGHOSTS event? We’re here to help. Below you will find a step-by-step guide to preparing your attendance request letter.

In your request you will need to address:
- What the event is
- Why you need to attend
- What it will cost

The decision maker is more likely to approve your attendance if you can demonstrate that you will get enough benefit from attending to justify the cost. We suggest that you demonstrate the benefits first, and then summarize the costs at the end. Keep it concise - just 1-2 pages at the most.

**Start with summarizing the event details.**
We have a one-page summary at the end of this document that you can provide, or feel free to take key messages from it.

**Justify why you need to attend**
Explain in specific terms how you will benefit from attending and relate this to your role and/or your employer’s mission/key activities.
Some examples you might find useful are:

*The healthcare simulation technology field is changing rapidly. Our organization needs to anticipate, understand and adapt to changes in technology and healthcare simulation program delivery. Attending SimGHOSTS will allow me to identify the issues that need to be on our radar as we plan for the short and long term success of our program.*

*This event will enable me/us to meet and interact with healthcare simulation professionals in similar roles and organizations around the world. I/We will be able to identify what our peer organizations are talking about and planning for, and how they are accomplishing [specific goal or activity related to your program or mission].*

*The event is being held at a large and innovative simulation center. By touring the center and speaking with the team that work there I can learn more about how they overcome [problem that has been identified at your center] and share what I learn when I return.*

*The conference will help build our team by providing a forum for team members to learn and discuss best practices, new products, and emerging trends. Doing this together will build a shared knowledge base for applying this information to improve our strategies, programs, processes, and outcomes.*
As a sole-technician/operator in our program, I don’t have the opportunity to discuss some of the challenges I face in my role and learn about how others approach them. SimGHOSTS provides an important networking opportunity for me to meet others who work in a similar setting so that I may learn from them.

In my role I am responsible for <key responsibility>. The conference program contains sessions/workshops that will provide me with an opportunity to further develop my knowledge and skills in this area (provide example from program).

I will share the program with my colleagues and make sure I attend sessions that they are also interested in so that I can take notes/photographs and share what I learn when I return.

I will run a <length of time> professional update session for my colleagues to share what I have learned at the event when I return.

Our <equipment> is reaching its renewal date and by attending SimGHOSTS I can meet with several vendors in the one location to research and evaluate the options available to replace it. I will be able to prepare a <brief/detailed> report with my recommendation when I return.

Leading vendors of products and services for healthcare simulation will be present. This is our chance to collect information and evaluate multiple vendors all at once, helping us make an informed purchasing decisions for the simulation program when the need arises.

I plan to submit an abstract to present at this event. By presenting I am showcasing the work of our simulation program, contributing to the knowledge base of the simulation-technology community and further developing my own research and presentation skills. By presenting at SimGHOSTS I am establishing myself and <organization> as a leader within the healthcare simulation industry.

As part of my CHSOS certification I am required to participate in professional development activities. SimGHOSTS events are approved by SSH as a CHSOS professional development activity.

SimGHOSTS are providing the CHSOS Readiness Review Course as a pre-conference workshop at the event/CHSOS Certification Testing. By attending the event I can address two important professional development needs in the one event, reducing travel costs and other expenses.

**Demonstrate the value to your organization**

Commit to preparing a report and/or sharing what you have learned with your colleagues when you return. This increases the value of your attendance by ensuring that the whole team can benefit.

Information to cover includes:

- Overview of the key themes, ideas, concerns discussed at the event.
- Highlights from the keynote and plenary sessions
- Workshop/skill development highlights
- Networking - new contacts, why they are important and how you will follow up with them
- Information about new products/vendors
- Ideas to implement in your program.
- Copies of handouts/brochures received during the event or from vendor exhibits.
Cost
A huge priority for the SimGHOSTS event team is to keep our event affordable for attendees. We work hard to select venues, hotels, caterers and transportation partners who can contribute to a great event at a great price.

Summarize your expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration - Early bird rate (Regular rate $625)</td>
<td>$495</td>
</tr>
<tr>
<td>Optional Workshops</td>
<td>(up to $400)</td>
</tr>
<tr>
<td>Flight/Ground Transport to Miami - include flights, mileage reimbursement and airport-hotel transfers.</td>
<td>Free!</td>
</tr>
<tr>
<td>Transport during event - FREE! SimGHOSTS provides a free bus service to and from the venue each day for attendees staying with our hotel partners.</td>
<td>Free!</td>
</tr>
<tr>
<td>Parking - Hotel parking is free, parking at the event venue is $5 per day.</td>
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</tr>
<tr>
<td>Accommodation - ranges from $125-149 per night plus 13% tax. Includes breakfast, parking and wifi. Add extra for breakfast for a second person if you are sharing a room with a friend or colleague.</td>
<td></td>
</tr>
<tr>
<td>Meals - SimGHOSTS provides lunch and snacks on each of the full days in the program and snacks on the final half-day. Breakfast is provided at the hotels each day and dinner is provided at the opening reception on July 31st. Attendees will need evening meals for the remaining days and lunch on Friday August 2nd. GSA.gov per diem guidelines recommend $28 per meal for dinner and $17 for lunch. See full guideline <a href="#">here</a>.</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
</tr>
</tbody>
</table>

There are a few other ‘costs’ that the decision-maker might be interested in - such as who will cover your workload while you are away. Make sure that you include a plan that demonstrates that your schedule can be cleared and/or you have a colleague who is able to cover your responsibilities during the time you are away.
The Gathering of Healthcare Simulation Technology Specialists (SimGHOSTS.org) non-profit organization runs hands-on training events designed to upskill, inform and connect professionals responsible for operating the various technologies used in healthcare simulation centers. The events are held around the world to provide specialized training and networking opportunities for this professional community. SimGHOSTS events attract a diverse and international audience with professional roles ranging from simulation technician/operators and educators to standardized patients and program administrators so are suitable for all involved in operating healthcare simulation technology.

Healthcare Simulation Technology is a professional field which currently has few formalized educational pathways for entrance. Thus, almost everyone who starts or continues a career into healthcare simulation has transferred skills and experience from another field or industry. This means that members of this community bring with them a wealth of specialized knowledge that others will not have. The SimGHOSTS event is the primary way for this professional community to come together and share these best practices gained from years of experience in other fields, and enables all attendees to walk away with a greater ability to perform their many professional responsibilities.

SimGHOSTS provides beginning, intermediate and advanced levels of training in a variety of key subject areas which include simulation hardware & software, A/V system design & integration, IT networking and debugging, medical terminology, physiology and pharmacology, adult education, moulage makeup, task-trainer design and construction, media production, augmented & virtual reality, program operations & administration, and much more.

In 2019 SimGHOSTS USA will be held at Florida International University's Simulation Teaching and Research (STAR) Center in Miami FL from July 30th to August 2nd. The main conference program runs for 2.5 days with an optional day of pre-conference workshops. The program provides for educational activities, networking and peer learning opportunities, and time to connect with vendors to learn about the capabilities, operation, and maintenance/repair of the different technologies used in healthcare simulation.

Watch our SimGHOSTS Events Trailer Here! (https://youtu.be/hcxFUMTJrAs)

Learn more at www.SimGHOSTS.org!