***Editor’s note:*** *CDI professionals wishing to earn support from program administrators to attend the ACDIS 2024 national conference may adapt the following proposal. The more personal and tailored your request, the better your chances will be to earn support for attendance. Identify areas you know that your team is struggling with and/or 2024/2025 priorities for your CDI department. It's also beneficial to leverage any data relative to these priorities to demonstrate the importance of obtaining additional information. For example, if your program is looking to expand into pediatrics, you might note the number of sessions addressing pediatric concerns. Similarly, if your program is looking to expand into quality, identify the sessions that might pertain to your practice and do a search of the ACDIS website for related articles and data on that concern to provide additional details for your management team.*

Dear [manager's name]:

This year's ACDIS 2024 national conference takes place at the JW Marriott and Indiana Convention Center in Indianapolis, Indiana, April 8-11, 2024. The annual conference focuses on all the ways that clinical documentation integrity (CDI) staff can engage with, and for, our profession. With nearly 1,500 peers, sponsors, speakers, and staff in attendance, this three-day event will include ample opportunities to network, learn, and grow. And with more than 50 educational sessions across five tracks there's no limit to the amount of information I will be able to bring back to help our program grow.

During our regular CDI team meetings, and in our one-on-one discussions, we've set the following goals:

[insert goal 1]

[insert goal 2]

[insert goal 3]

The ACDIS 2024 conference includes sessions that cover each of these topics. [Review the agenda and include names of sessions which match your program and professional achievement goals.]

It features innovative sessions from programs around that country that are designed to provide increased sharing of individual experiences, on-the-ground challenges, and opportunities for growth offering us a unique opportunity to learn from those currently working in a wide variety of CDI focus areas. By attending, we will be able to tap into these collective experiences to identify best practices, as well as the latest trends and techniques to help our team enhance our CDI professional skills and bring back recommendations for program enhancements to our facility.

In addition, this year the conference offers networking meet ups facilitated by ACDIS instructors and staff to promote networking and problem solving.

According to ACDIS, this is what last year’s attendees said:

* 99% would recommend this conference to colleagues
* 97% said it stimulated them intellectually
* 97% said it will impact how they do their job

Personally, I want to attend the conference to get information or help with:

<Fill in>

<Fill in>

<Fill in>

Here is an estimation of the costs (including the cost of breakfast, snacks, lunch, and beverages) while at the conference:

* Hotel: The hotel for this event has rooms for $229 per night (hotels fill quickly so we should reserve as soon as possible).
* Registration: $1,099 (early-bird discount is $999); ACDIS member $999 (early bird $899) if we register before February 5, 2024

Airfare/travel will need to be assessed as well. If we send the team, the fifth person registers for free (which we may wish to take advantage of). In addition, everyone in attendance at the 2024 ACDIS national conference has the chance to win their organization $5,000 intended for CDI education, development, and departmental growth.

Thank you!

[Name]