



Building Intelligent Connections

Annual Meeting: Dec. 1-5 • McCormick Place, Chicago

To:

From:

Re: Request for approval and support to attend RSNA 2024 also known as the Radiological Society of North America’s 110th Scientific Assembly and Annual Meeting.

I am requesting approval and budgetary support to attend RSNA 2024, Dec. 1-5, Chicago. I am confident this experience will enable me to increase my contributions to the organization through new ideas, best practices, the latest science and innovative techniques that strengthen our position as a leading radiology provider [or radiological research institution].

Educational Courses

RSNA 2024 features over 300 educational courses and more than 2,800 scientific presentations covering every subspecialty. Through these educational courses, exhibits, hands-on learning opportunities and plenary sessions, I will discover state-of-the-art innovations, learn cutting-edge techniques, explore the latest research, and many courses are eligible for CME credit.

Technical Exhibits

RSNA hosts the [world’s largest medical equipment exhibition](#), featuring products from almost 700 manufacturers, suppliers and developers from innovative startups to industry titans. I will be able to meet with industry representatives to discuss radiology products, services and solutions, and attend presentations to learn how we can incorporate them into our practice to streamline operations and enhance patient care.

Networking

RSNA 2024 is expecting approximately 24,000 medical imaging professionals, representing over 120 countries. These radiologists, medical imaging professionals, administrators, physicists and staff will be my peers for the week— sharing experiences, gathering at meet ups for focused conversations, discussing hot topics in medical imaging and building long-lasting relationships and mentorships.

Costs

The total expected cost of my attendance at this program is \$_____.

I have provided a detailed estimate worksheet for your review:

Airfare.....	\$_____
Food.....	\$_____
Hotel..... _____ nights at \$_____ per night, tax not included.....	\$_____
Ground Transportation.....	\$_____
Registration Fee.....	\$_____*
Tips, etc.....	\$_____
TOTAL.....	\$_____

**RSNA membership provides options for discounted or free annual meeting registration, depending on the package selected, plus Virtual Access through April 30, 2025.*

I greatly appreciate your consideration of my request and look forward to your reply.

Sincerely,