Hi [Manager’s Name],

I’d like to request approval to attend the OR Manager Conference, taking place October 28–30, 2025, in Anaheim, CA. This conference is the leading event for perioperative leaders and provides a highly focused opportunity to advance strategies that directly impact operational efficiency, staff performance, and patient outcomes.

As we continue to face pressures around staffing, throughput, quality, and resource management, attending this conference will equip me with real-world tools, evidence-based best practices, and vendor solutions to support improvements across our perioperative department.

**Highlights include:**

* 4 keynote sessions and 49 breakout sessions spanning leadership, staffing, financial management, clinical innovation, supply chain, PACU, and ambulatory surgery
* 80+ expert speakers from top-performing facilities like Mayo Clinic, HCA Healthcare, Kaiser Permanente, Vanderbile University Medical Center, MD Anderson Cancer Center, and Cleveland Clinic
* An extensive exhibit hall with 140+ vendors showcasing perioperative-specific products and solutions
* Access to pre-conference workshops, and the Reverse Expo for targeted supplier discussions

**What I’ll Bring Back to Our OR Team:**

* Improved Workflow Strategies: Insights on streamlining case turnover, scheduling, and throughput to reduce delays and maximize OR utilization.
* Staffing & Leadership Approaches: Ideas to boost staff engagement, retention, and morale through communication strategies, scheduling models, and cross-training frameworks.
* Cost-Effective Solutions: Exposure to tools and services to help control costs, optimize supplies, and make data-informed operational decisions.
* Quality & Safety Enhancements: Peer-tested strategies to strengthen patient safety protocols, infection control, and cross-departmental collaboration.

I’ll also earn continuing education toward maintaining certifications contributing to our team’s compliance and professional development goals.

When I return, I’ll share a detailed report outlining session takeaways, vendor contacts, and specific recommendations for process improvements within our perioperative department. Early registration discounts are available now, and we can save even more with a group rate if additional team members would like to attend.

Thank you for considering this request. I’m confident the value of attending will translate directly into better-managed OR operations and stronger outcomes for our surgical services.

Best regards,

[Your Name]