**Need a little help getting approval to attend the MGMA Focus | Operations Conference?**

Below you will find a “justification letter” template to help your leadership team understand the benefits of your attendance at the conference. This general template will help get you started, and you can customize it to your needs.

Dear <Manager’s Name>,

I would like to attend the [MGMA Focus | Operations Conference, March 2 - 4, 2025 at the Bellagio Resort & Casino Las Vegas, NV](https://www.mgma.com/conferences/operations-conference/overview). This event is the premier gathering for healthcare professionals and operations leaders, offering cutting-edge education and actionable strategies to improve operational efficiencies, embrace healthcare AI, advance value-based care and enhance staff development.

Attending this conference would give me access to:

* **Expert-led sessions** on topics critical to our organization, such as:
* Physician Compensation: Best Practices, Strategies and Tools to Design Plans That Work!
* Creating Predictive Models to Improve Patient Access
* Bridging Gaps: Chronic Care Management and Value-Based Care
* **Networking opportunities** with industry leaders and peers to exchange insights and innovative solutions.
* **One year of National MGMA Membership**, including additional resources to keep our organization ahead of industry trends.
* As a bonus, **access to additional content** through the MGMA Summit (online conference) June 2 – 4, 2025.

Investment details:

* Airfare: <$xxx>
* Transportation: <$xxx>
* Hotel: <$xxx>
* Meals: <$xxx>
* Conference fee: <$xxx>
* Total: <$xxx>

The knowledge and strategies I’ll gain at this event will help us address our key challenges, enhance patient care and improve operational outcomes. Upon my return, I’ll share actionable takeaways with the team to ensure we see immediate benefits.

You can learn more about the conference at [mgma.com/operations](https://www.mgma.com/conferences/operations-conference/overview). Thank you for considering this opportunity to invest in my professional growth and the success of our organization.

Sincerely,

[Your Name]