**Subject line if sending as an email**:

Attending the ADA’s 84th Scientific Sessions

Dear [Recipient's Name],

I am writing to request approval for my attendance at the [84th Scientific Sessions](https://professional.diabetes.org/scientific-sessions) of the American Diabetes Association® (ADA), scheduled to take place from June 21–24 at the Orange County Convention Center in Orlando, Florida.

The ADA’s Scientific Sessions is renowned as the global premier diabetes conference, providing a platform to delve into the latest advancements in diabetes research, prevention, and care. My attendance is integral to staying current with cutting-edge developments in diabetes care, ensuring our organization remains at the forefront of innovative, expert-led practices.

Last year’s conference welcomed over 11,000 attendees across the spectrum of diabetes care and research and featured over 130 speaker presentations and 1,400 e-posters. This year’s Scientific Sessions promises an even more impactful experience. Here are the key features that make this event essential and how I and our organization can benefit:

* **Robust program:** The conference boasts a diverse program covering cutting-edge research, innovative treatment practices, and professional development courses tailored to enhance my skills and contribute to our organization’s goals.
* **Educational content:** The conference caters to professionals at all career stages, offering a variety of sessions beneficial for both seasoned experts and early career professionals.
* **Health equity track:** The introduction of a new health equity track aligns with our commitment to inclusive health care. Participating in discussions and actionable steps for eliminating health disparities will greatly benefit our organization’s initiatives.
* **Innovation Challenge:** The return of the Innovation Challenge provides a unique opportunity to explore innovative, groundbreaking ideas presented by emerging companies.
* **Networking opportunities:** Engaging with peers and leading diabetes experts during networking sessions will expand my professional connections and provide valuable insights.

To learn more about pricing and potential discounts, please review [the registration page](https://professional.diabetes.org/meetings/registration-information-29). Taking advantage of the early bird rate by registering before March 7 will result in cost savings for our organization.

I appreciate your consideration of this request and look forward to the opportunity to contribute more effectively to our organization’s mission through the insights gained at the ADA’s 84th Scientific Sessions.

Sincerely,

[Your Name]

[Your Position]