**AOE Attendance Request Template**

Dear [Supervisor First Name],

I am requesting your permission to attend the [AHIMA® Virtual Assembly on Education](https://aoe.ahima.org/) Symposium (AOE), a yearlong educational program that provides three live virtual sessions and on-demand content through May 2024. The program is tailored to the unique needs of academic leaders in health information.

Session topics address curriculum competencies, academic leadership, and instructional tools and technology. Attending AOE will offer professional development opportunities to:

* strengthen instructional knowledge to impact student learning outcomes
* cultivate program management practices to improve recruitment and engagement
* help me stay current on emerging practice approaches to health information.
* network with other educators and share best practices.

[See the full schedule here](https://aoe.ahima.org/schedule/). Due to the virtual format, there will be no travel and meal expenses, plus registration includes on-demand learning opportunities to earn CEUs.

* Total [registration fee](https://aoe.ahima.org/): $[INSERT TOTAL]

Thank you for your consideration of this request. I believe that attending this conference would be an excellent opportunity for me to grow professionally and benefit our students and our organization.

Sincerely,

[Your Name]