Dear \_\_\_\_\_\_\_\_\_\_\_,

ESO’s Wave featuring ESO Training Academy is coming up on April 11–14, 2023 in Austin, Texas. The conference offers two days of hands-on product training sessions taught by highly experienced field trainers and two days of speakers and industry leaders sharing their insights and best practices for our industry.

**I’m requesting approval to attend Wave 2023 featuring ESO Training Academy, as I believe it will enhance my education and improve my ability to serve our department and community.**

I recognize our department wants to improve our approach to {*insert staffing, inventory, PCR, Fire Reporting, Preplanning*}, and I believe learning more about available solutions and industry best practices is important for our ability to create measurable impact and save costs for our department. I’ll learn how to collect and present data in a way that will have more influence in addressing department issues today and in the future.

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| --- |
| **Total Cost of Attendance = $2,365**The cost includes:* WAVE 2023 Conference Pass
* ESO Training Academy
* (4) Nights at JW Marriott Hotel in Austin, TX
* Snacks during conference hours
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As 2023 approaches with recession challenges, I believe these software optimizations, inventory improvements, reporting best practices, and staffing strategies will save us enough money to outweigh the cost. And if I register before December 31, 2022, I will save $100 off registration, bringing the total to **$2,265**. By supporting my Wave 2023 attendance, our organization can expect to see a return on the investment.

Thank you for seeing the importance of my request to attend this event, and I look forward to your reply.

Best Regards,

{*My signature*}

Other conference ticket options:

|  |  |
| --- | --- |
| **ESO Training Academy** only. April 11 – 12, 2022*These two days are hands-on training sessions for all ESO products, which will help the department and community by teaching me to make the best use of ESO, its product suite, and its wealth of data.* $999 (ticket price) + $837 (3-night stay in Austin) *=* **$1,836** + my travel costs and fees. | **Wave** only. April 13 – 14, 2022*These two days will provide educational opportunities from industry experts and networking opportunities with peers using data to drive a better standard of care across healthcare and public safety.*  $599 (ticket price) + $837 (3-night stay in Austin) *=* **$1,436** + my travel costs and fees. |