

Justify Your Attendance at CSMC. We have put together a template to help you get approval to join us at this year's Canadian Seating and Mobility Conference. These are suggested points to help you develop an email to your manager.

Dear {department},

I believe my attendance at the Canadian Seating and Mobility Conference (CSMC) that is scheduled for September 9-10, 2025, in Toronto, Ontario, would be beneficial to our patients and our department as we seek to provide the highest level of care in the most efficient manner. I am requesting your approval to attend this year based on the following benefits.

CSMC brings together leading clinicians, educators, vendors, and industry leaders for two days of relevant education with hands-on learning opportunities. These educators are international and recognized globally. Some of the education areas covered include seating and positioning the complex client, mat assessments, the prevention of pressure sores, power chair controls, accessibility, compliance, and more.

I've already identified several sessions that would directly benefit the areas I am engaged in daily, such as:

- [Course title]
- [Course title]
- [Course title]

In addition to some of the best education within our sector, CSMC offers networking opportunities where I can meet with peer clinicians, presenters, and exhibitors. CSMC also provides a great setting for me to interact with all the leading manufacturers to see their innovative products at one time.

Early bird registration is just **\$345** CAD for two-days until August 15, 2025. After that, the registration fee goes up to \$401.75 CAD. This cost covers all the educational sessions and meals while I'm there, making CSMC one of the most affordable conferences in the industry.

Considering the low cost of attendance, the amount of education available, and the networking opportunities, attending the Canadian Seating and Mobility Conference provides a huge return on investment for our company/ facility. You can learn more about it at [csmc.ca](https://www.csmc.ca).

Thank you for considering my request. I am available for any questions you may have as to the benefit of attending the conference

[Signature]