TO: [Your Supervisor’s Name]

FROM: [Your Name]

DATE: [Date]

RE: [Staff Training and Development]

This conference features scientific sessions, a pre-conference workshop, Meet-the-Expert sessions, poster displays and guided poster tours, an industry exhibition, and numerous opportunities for networking. These opportunities directly contribute to my growth as an infection preventionist and support my desire to remain educated and up to date on IPC research and developments.

**Subjects to be featured:**

* hand hygiene
* artificial intelligence (AI)/machine learning
* antibiotic stewardship
* surgical site infection prevention
* new techniques and approaches in environmental hygiene
* environmental responsibility and eco-friendly solutions in IPC
* diagnostic and clinical microbiology challenges for IPC

I recognize the importance of maximizing our team’s budget, including training costs. This conference provides an incredible amount of specialized infection prevention and control education in one place, which is an efficient way to use our training budget and minimize time away from the office.

**Below is a detailed cost breakdown to attend this conference:**

Registration Fees:

Hotel:

Airfare:

Incidentals:

The conference program is available at [Scientific programme | ICPIC 2025](https://conference.icpic.com/scientific-programme/) . I look forward to reviewing the schedule together and identifying sessions that would be most beneficial to our facility's mission and goals. Additionally, we can determine the exhibitors, products, services, and technologies I can research further whilst in attendance.

I believe this conference is a valuable education and networking opportunity that will help further my contributions to our team. The knowledge that I will gain from healthcare leaders, industry professionals, and the numerous educational sessions can also be shared with the entire team upon my return.

Please let me know if you have any questions about ICPIC Conference.

Sincerely,

[Insert Name]