Dear **[decision maker]**,

I would like to attend the 2019 Fall Onsemble Conference hosted by Forte, September 17-20 at the Monona Terrace Convention Center in Madison, WI. This conference offers a valuable, unique opportunity to stay up to date with the clinical research industry, network with peers at like institutions, and learn best practices related to the Forte technologies utilized by **[your institution]**.

By attending, I would:

* Choose from over 50 unique sessions: The Onsemble conference covers everything from site metrics to user adoption to coverage analysis. There are also community roundtables and interactive workshops where I could get hands-on training and experience that no other conference offers.
* Receive continuing education units (CEUs). By attending some of the sessions at the 2019 Fall Onsemble Conference, I will be able to receive **CEUs from the Association of Clinical Research Professionals (ACRP) and/or the California Board of Nursing. The last conference offered 30 units from ACRP and 40 units from the California Board of Nursing.**
* Get an opportunity to network with leaders in the industry:Attendees include members of Clinical Trials Office leadership, clinical research associates, data managers, site administrators, and regulatory managers. Other attendees represent study financials management, clinical informatics, and biostatistics teams. Almost every role within the clinical research industry is represented, and nearly all sessions are led by peers with expertise in clinical research.
* Learn tips and tricks for Forte technologies and see what’s next from Forte:I would leave with valuable information that I could use to increase efficiencies and improve processes at **[your institution]**. And learning about what’s next from Forte would allow us to be prepared and proactive in future planning.

## Costs

Forte subsidizes over 50% of the attendee costs for the conference. Registration fees include access to workshops and training, education sessions, networking events, and nearly every meal.

This is a better value than any other industry conference, with the added value of free meals. A cost breakdown is below.

|  |  |  |
| --- | --- | --- |
| Registration |  | **[enter rate according to pricing on conference website]** |
| Meals |  | **[enter Wed. dinner on own]\*** |
| Airfare |  | **[enter airfare]** |
| Hotel |  | $229/night fee/night\*\* |
| Total Cost |  | **[Fill in total]** |

\*Attendees are responsible for one dinner. Breakfasts, lunches, dinner for two nights, and snacks are provided.

\*\*Hotel accommodations must be booked by August 14, 2019 to receive conference rate.

## ROI

This unique educational and networking opportunity makes my attendance a great investment for **[your institution]**. Upon my return from the Onsemble conference, I would be happy to create a short presentation highlighting what I learned and suggested strategies for **[your institution]** going forward. I will also make any conference materials available for those on our team.

You can learn more about Onsemble at the conference website: conference.onsemble.net. I appreciate your consideration and prompt response.

Sincerely,

**[Your name here]**