TO: [Your Supervisor’s Name]

FROM: [Your Name]

DATE: [Date]

RE: [Staff Training and Development]

I am writing to request your support of my attendance at the 26th Annual Congress of EFORT, which will be held in Lyon, France on 11-13 June 2025. The theme of the congress will be “***Modern technologies in orthopaedics: Challenging ethics and outcome***”.

This conference features general sessions, hands-on workshops, concurrent sessions, a poster exhibition, hundreds of exhibitors, and numerous opportunities to obtain CME credits. These opportunities directly contribute to my growth as an orthopaedic physician and support my desires of remaining educated and up to date on the latest developments and research in orthopaedics.

Subjects to be featured:

|  |  |
| --- | --- |
| * Modern Technologies and Advertisement of Orthopaedic Clinical Practice * Artificial Intelligence for Orthopaedic Training and Diagnosis * Modern Navigation in Fracture Surgery * Cost Effectiveness of Robotic Surgery * Custom Made Implants for Arthroplasty Cases | * Custom Made Implants for Tumour Surgery * Applications of Augmented Reality * Limitations For Robotic Surgery - Hip and Knee * Manuscript Preparation and Artificial Intelligence * Advantages and Limitations of Short Stems |

I recognize the importance of maximizing our team’s budget, including training costs. This congress provides an incredible amount of specialized orthopaedics 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 congress:

Registration Fees: [Insert]

Hotel Accommodation: [Insert]

Airfare: [Insert]

Incidentals: [Insert]

The congress program is available at <https://congress.efort.org>. I look forward to reviewing the schedule together and identifying sessions that would be most beneficial to our institution's mission and goals. Additionally, we can determine the exhibitors, products, services, and technologies I can research further whilst in attendance.

I believe this congress 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 EFORT 2025 Congress in Lyon.

Sincerely,

[Insert Name]